First Name Last Name

(XXX) XXX-XXXX | Email@gmail.com |[www.linkedin.com/in](http://www.linkedin.com/in) (More insight on contact information [here](https://help.quinncia.io/article/165-contact-information)!)

Education (Watch [**this**](https://help.quinncia.io/article/172-education-section)clip!)

Name of University, ABC school Expected Graduation Month/Year

Degree (e.g. Bachelor of Science), Major: XXXXX GPA: ([**GPA is optional**](https://help.quinncia.io/article/268-gpa))

Experience (Watch [**this**](https://help.quinncia.io/article/163-experience-section) clip!)

**Organization Name** City, State

***Position Title*** Month year–Month year (How should you write dates? Click [**here**](https://help.quinncia.io/article/159-dates)!)

* Write your main highlighted accomplishments.
* Think about how your task/project helped the company do better and how you added value to the company.
* Follow the format “Performed X by doing Y resulting in Z”
* Start with strong action verbs and avoid using responsible, helped, researched, or assisted.
* If you are struggling to write your bullet points, take a look at [**this**](https://help.quinncia.io/article/253-how-to-write-bullet-point-descriptions) article!

**Organization Name**  City, State

***Position Title*** Month year–Month year

* Try to highlight different skills
* Show overall benefit to the organization so that future employers know how you could add value to their organization
* Your resume should demonstrate competencies: Critical thinking, leadership, teamwork, communication, career management.
* Don’t forget to include [**essential**](https://help.quinncia.io/article/147-what-are-essential-skills) and [**technical skills**](https://help.quinncia.io/article/153-technical-skills) where relevant.

**Organization Name**  City, State

***Position Titl****e* Month year–Month year

* Here are some examples for you to think about.
* For working as a car valet. “Improved customer satisfaction by managing customer vehicles and reducing customer wait time by 20%. Achieved 100% customer satisfaction and tips.”
* For working as a lifeguard: “Supervised over 100 kids during the summer achieving 0 incidents and 97% open rate for the local community pool, during business hours.”

Activities

**Organization Name, Institution Name** City, State

***Title*** Month year–Month year

* This might be activities related to a specific class or organization on campus or volunteer work experience.
* Try to show the technical skills of projects you have worked on.
* You should also focus on leadership, teamwork, and management skills here.

Skills (Want to use columns here instead? Watch [**this**](https://help.quinncia.io/article/160-columns) video first!)

Word, Excel, PowerPoint, Project, Smartsheets, SendGrid-email marketing, Asana-task management, and Hubspot