Your Full Name

*Your Address • City, State Zip*

*Cell Phone • Home Phone • E-Mail Address*

Profile

* Highlight keywords and keyword phrases that best describe YOUR skills, qualifications and experience

Education

Nicholls State University Thibodaux, Louisiana

***Bachelor of Science or Arts in What Major Month Year***

* Concentration in …
* Minor in…
* Anticipated graduation: Month/Year
* Cumulative GPA:

***Relevant Coursework:***

* List specific names of the courses (i.e., Professional Selling, not MKGT 320)2
* Another course
* Another course

***Affiliations and Activities***

* Sorority/Fraternity (President, Secretary, Social Chairperson)
* Student Programming Association/Student Government Association
* University Advisory Committees
* University Athletic Teams

***Awards and Honors***

* Named to Who’s Who Among Students in American Universities and Colleges
* Recipient of Named Scholarship

Athletic Experience

Nicholls State University Thibodaux, LA

***Team Position Month Year Began - Present***

* Use action verbs to describe what you do or did – not full sentences
* Do not use the words “I” or “My”
* List accomplishments

Other Athletic Experience City, State

***Job Title or Position Held Month Year began – Month Year ended***

* List AT LEAST three (3) job descriptions
* Use action verbs to describe what you do or did – not full sentences
* Do not use the words “I” or “My”
* List accomplishments

Other Work Experience

Company Name City, State

***Job Title Month Year began – Present***

* List AT LEAST three (3) job descriptions
* Use action verbs to describe what you do or did – not full sentences
* Do not use the words “I” or “My”
* List accomplishments

Volunteer Experience

List Volunteer and Community Service that you have been involved in