**Name**

(xxx) xxx-xxxx | email@gmail.com | LinkedIn URL | City, ST

**Title of Job Seeking**

[Personality characteristics relevant to job] [major name] major at Fresno Pacific University graduating [when] with [type of experience]. Able to [what you can do relevant to job]. [Bilingual in Spanish & English—read, write, speak if true]. [Proficient in Microsoft Suite / specific computer skills if applicable]. A true passion for [your passion relevant to job]. [See [Resume Profile](http://www.fresno.edu/document/1228) for assistance].

**Skills**

* Skill relevant to job/industry
* Skill relevant to job/industry
* Skill relevant to job/industry
* Skill relevant to job/industry
* Skill relevant to job/industry
* Skill relevant to job/industry
* Skill relevant to job/industry
* Skill relevant to job/industry
* Skill relevant to job/industry

**Education & Certifications**

**Official Major Title**

*Fresno Pacific University, City, CA | Expected Graduation Date*

If applicable: minor, emphasis, GPA (3.5+), athletic experience, relevant coursework, study away, honors & awards

**R****ELEVANT EXPERIENCE** [See [Resume Guide](http://www.fresno.edu/document/1227) for assistance]

**Position Title**

*Company Name, City, State | Year – Present*

2-4 lines of job description in paragraph format relevant to job [See [Resume Content](http://www.fresno.edu/document/1229) for assistance]

* Bulleted Accomplishments: Did you improve any processes / increase efficiency / save money?
* Bulleted Accomplishments: See above

**Position Title**

*Company Name, City, State | Year – Present*

2-4 lines of job description in paragraph format relevant to job [See [Resume Content](http://www.fresno.edu/document/1229) for assistance]

* Bulleted Accomplishments: See above
* Bulleted Accomplishments: See above

**Other Professional Experience**

**Position Title**

*Company Name, City, State | Year – Present*

2-4 lines of job description in paragraph format relevant to job

* Bulleted Accomplishments: See above
* Bulleted Accomplishments: See above

**Position Title**

*Company Name, City, State | Year – Present*

2-4 lines of job description in paragraph format relevant to job

* Bulleted Accomplishments: See above
* Bulleted Accomplishments: See above

**Volunteerism or Community Engagement**

**Volunteer Position Title**

*Company Name, City, State | Year – Present*

2-4 lines of job description in paragraph format relevant to job

* Bulleted Accomplishments: See above
* Bulleted Accomplishments: See above