**YOUR NAME**

City, State ~ phone ~ [yourname@mail.umw.edu](mailto:yourname@umw.edu) ~ linkedin.com/in/yourname ~ yourportfolio.com

**SUMMARY**   
[Optional]

* Provide one or two statements using action verbs that describe what you have to offer to the employer who is receiving this resume.
* Articulate what kind of position you are seeking using language relevant to the position description.

**EDUCATION**

University of Mary Washington (UMW), Fredericksburg, VA

* Bachelor of Arts/or/Science in [your major*]*, expected May 202X; GPA: [Optional. I*nclude only if 3.5+]*
* Relevant courses: [Optional. Reference 2-4 upper-level course names, not abbreviations or numbers]
* Include honors such as Dean’s List, President’s List, honor societies etc...

**EMPLOYMENT EXPERIENCE**

[Title], Employer name, City, State, Date

* [two-four bullet points; be sure to include power verbs, action, result, quantification]

[Title], Employer name, City, State, Date

* [two-four bullet points; be sure to include power verbs, action, result, quantification]

**VOLUNTEER/EXTRACURRICULAR/LEADERSHIP EXPERIENCE**

[heading can vary depending on what you have done]

[Title], Organization name, City, State, Date

* [one-three bullet points; be sure to include power verbs, action, result, quantification]

[Title], Organization name, City, State, Date

* [one-three bullet points; be sure to include power verbs, action, result, quantification]

**SKILLS**

* List skills not otherwise referenced earlier on your resume, e.g.: relevant technology skills, certifications, foreign languages, CPR/First Aid etc.