**Modify MeNow**

City, State Zip (remove the address line if you wish)

Mobile number ▪ Professional email

**EDUCATION**

**Greensboro College,** Greensboro, NC, Expected Graduation Month Year

Bachelor of (Science or Arts): [Your Major], Minor: [if applicable] remove and modify as necessary

GPA: [if 3.0 or above], Dean’s List every semester or number of semesters on the list if more than 2

*Relevant Coursework* (optional): highlight relevant academic knowledge/projects if appropriate

**WORK EXPERIENCE**

**Organization,** City, State

*Position Title,* Month or Semester Year–Month or Semester Year

* Consider creating separate heading sections for relevant experience and other work experience; list relevant experience first
* Use KEY WORDS (look at job posting for repeated desirable skills and knowledge)
* Statements should highlight skills, accomplishments, achievements, and results.
* Follow this format: Strong Action Verb + skills used + results (see list on Career and Personal Development webpages or Google)

**Organization,** City, State

*Position Title,* Month or Semester Year–Month or Semester Year

* Try to highlight different skills, including technical skills where relevant
* Show overall benefit to the organization so that future employers know how you could add value to their organization
* Your resume should demonstrate career competencies: critical thinking, leadership, teamwork, communication, career management, etc.

**VOLUNTEER EXPERIENCE (example- remove if you have no Volunteer experience)**

**Greensboro Urban Ministries,** Greensboro**,** NC, Fall 20XX

* Collected over 100 lbs. of canned goods during a 3-hour food drive
* Served meals to over 150 homeless people during a 2-hour shift

**CAMPUS INVOLVEMENT (remove if you have no campus involvement)**

**Organization,** dates. Your position, description if you did something significant

**ATHLETICS (example- remove if you are not an athlete)**

**Greensboro College Men’s Basketball Team**, Fall 20XX–Present, Captain Fall 20XX-Present

Balance 20 hours per week to practice, training, conditioning, travel and games while carrying a full course load

**SKILLS & CERTIFICATIONS (remove certifications if you have none)**

* Be specific with the computer programs you use and your level of proficiency (don’t lie)
* Note current relevant certifications
* Languages (basic, proficient, fluent)