**YOUR NAME**

Address City, State Zip

EmailPhone Number

**summary of qualifications**

* Explain relevant skills or capabilities that make you a competitive candidate for the position by referencing a specific work situation that highlights these skills (don’t just simply list that you can multitask in a fast paced environment, explain in detail how you carried out this skill and the positive effect that it had.)
* NO “fluff” words (i.e. responsible, dependable, independent, organized, etc.) only use action verbs that directly align you with the employers needs
* Proficiencies in transferrable computer/social media skills (i.e. SPSS, Microsoft Office, FaceBook, LinkedIn)

**EDUCATION**

California State University Channel Islands

**Bachelor of \_\_\_\_\_\_\_ in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** , *Emphasis/Minor in \_\_\_\_\_\_\_\_\_\_\_\_\_ (optional),* Graduation (Month,Year)

**employment history**

**Job title**,

*Employer, City, State Dates Employed*

***Skill #1*** (i.e. Business Operations & Management)

* An accomplishment that illustrates or documents in this skill
* Another accomplishment that illustrates or documents in this skill

***Skill #2*** (i.e. Computer Design & Development)

* An accomplishment that illustrates or documents in this skill
* Another accomplishment that illustrates or documents in this skill

**Job title**

*Employer, City, State Dates Employed*

***Skill #1*** (i.e. Technical Writing & Programming)

* An accomplishment that illustrates or documents in this skill
* Another accomplishment that illustrates or documents in this skill

***Skill #2*** (i.e. Training & Communications)

* An accomplishment that illustrates or documents in this skill
* Another accomplishment that illustrates or documents in this skill

**Leadership Accomplishments**

**Leadership title**, *Employer Name, City, State Dates Involved*

* Duties that you successfully fulfilled through this leadership role
* An accomplishment that illustrates or documents leadership
* Explain who and what you over saw through this position and if it involved coordination or development of any new programs/events, grants, etc.

**Leadership title**, *Employer Name, City, State Dates Involved*

* Duties that you successfully fulfilled through this leadership role
* An accomplishment that illustrates or documents leadership
* Responsibilities that promote leadership that are relevant to the position you are applying for

**Honors, awards, & Recongnitions**

* Member, *Affiliation/Employer Name, City, State* *Date*
* Member, *Affiliation/Employer Name, City, State* *Date*