**First and Last Name**

Email address | Phone number | [LinkedIn](https://mizzoucareertools.campuscareerinnovations.com/resources/mucc-guide-to-linkedin/) URL | City, State (optional)

**EDUCATION**

**University of Missouri** Columbia, MO

[Full Name of Degree and Major](https://majors.missouri.edu/) Expected Graduation: Month Year

Emphasis/Minor/Certificate Cumulative GPA (optional)

List courses (*Name of Course,* Semester) if relevant to the position or you lack employment/related experience

**WORK EXPERIENCE**

**Employer Name** City, State

*Position Title Start Date – End Date or Present*

* Start bullet points with a [past tense action verb](https://mizzoucareertools.campuscareerinnovations.com/resources/resume-action-verbs/) to describe your duties and accomplishments.
* Use 2-5 bullet points to describe what you did, how you did it, and the overall impact or outcome.
* Highlight [transferable skills](https://mizzoucareertools.campuscareerinnovations.com/resources/mucc-guide-to-transferable-skills/) that are valuable to employers such as teamwork and customer service.

**Employer Name** City, State

*Position Title Start Date – End Date*

* Tailor your resume so the content highlights your most relevant skills and experience.
* Meet with a [career coach](https://career.missouri.edu/about/campus-career-offices/) to receive personalized resume feedback and job searching tips.
* Scan your resume on [Big Resume](https://mizzoucareertools.campuscareerinnovations.com/big-resume/) to optimize your resume for the job you are applying for!

**INVOLVEMENT (and/or LEADERSHIP)**

*Member or Position Title,* **Organization Name** *Start Date – End Date*

* Description of your involvement or leadership roles you held (optional)

*Member or Position Title,* **Organization Name** *Start Date – End Date*

* Description of your involvement or leadership roles you held (optional)

**VOLUNTEER EXPERIENCE**

**Organization Name** City, State

*Position Title Month Year – Month Year*

* Description of service activity and possibly impact made. One-time or short-term service project? No description needed.

**HONORS & AWARDS**

**Name of Recognition or Scholarship** *Month Year*

**Name of Recognition or Scholarship** *Month Year*

**OTHER SECTIONS**

* Create sections specific to you! Some students list certifications, research, publications, or languages!
* Add relevant skills that you can confidently discuss in an interview (Proficient in Adobe InDesign, Fluent in Spanish, etc.)