**First Name Last Name**

111.222.3333 | [email@wgu.edu](mailto:email@wgu.edu) | City, ST | www.linkedin/com/in/wgustudent1 (LinkedIn optional, customize the URL)

**PROFESSIONAL SUMMARY** (Optional)

Brief description of your cumulative professional experience relevant to the position. Can use bullet points to highlight areas of expertise or strength, including relevant technical skills, certifications, and languages.

**PROFESSIONAL EXPERIENCE**

**Job Title,** Division or Subsidiary if applicable Start Month Year – Present

Employer Name | City, ST

(Optional) A line describing company’s business and/or your job responsibilities to help the reviewer contextualize work experience. One or two lines at most.

* Each bullet should describe results and achievements. Use numbers to quantify how well you did the job.
* Group responsibilities and activities logically to the reader, reflecting the priorities of the position description.
* EXAMPLE: Partnered with development team in rolling out user-friendly mobile app that increased qualified leads by 150% and prospect-to-customer conversion rate by 32% within 5 weeks of launch
* EXAMPLE: Analyzed statistical data to increase production by 20% and reduce compliance issues by 35%

**Job Title,** Division or Subsidiary if applicable Start – End

Employer Name | City, ST

(Optional) A line describing company’s business and/or your job responsibilities to help resume reviewer contextualize work experience. One or two lines at most.

* Action verb, task, result
* Action verb, task, result
* Action verb, task, result

**ADDITIONAL EXPERIENCE**

(Optional) You can use this space for a concise description of the most relevant accomplishments from work or substantive volunteer experiences, academic projects, or relevant certifications.

**Job Title** Start – End

Employer Name | City, ST

* Action verb, task, result
* Action verb, task, result

**EDUCATION**

**Bachelor of Science Business Administration, Micro-credential: Healthcare Management** Expected Month Year

Western Governors University | Salt Lake City, UT

(Optional) Relevant Courses: 3-5 course titles highlighting the most relevant subjects for the position you’re targeting

(Optional) Capstone Project: Project Title, Course Title

* 2-3 bullet points describing the project, the actions you took and skills/tools you used and the outcome or deliverable you created.