**Your Name**

123.456.7890 | [email@xyz.com](mailto:email@xyz.com) | City, ST | www.linkedin/com/in/wgustudent1 *(LinkedIn optional)*

**PROFESSIONAL SUMMARY**

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. Keep this section to 5 lines max and customize it to each new application based on requirements written in the job description.

**PROFESSIONAL EXPERIENCE** *(this sample illustrates two options for how one can cohesively include multiple positions from the same employer. Choose the option that best represents your experience.)*

Example 1: Jobs similar in nature (e.g., Promoted by the overall duties stayed the same)

**Employer Name | City, ST**

Most Recent/Current Position Month Year – Present

*Position 2* Month Year – Month Year

*Position 3* Month Year – Month Year

* Accomplishment Statement 1
* Accomplishment Statement 2
* Accomplishment Statement 3
* Accomplishment Statement 4-7(max)

Example 2: Jobs different in nature (e.g., Moving from one department to another and changing duties)

**Employer Name | City, ST**

*Most Recent/Current Position*  Month Year – Present

* Accomplishment Statement 1
* Accomplishment Statement 2
* Accomplishment Statement 3

*Position 2* Month Year – Month Year

* Accomplishment Statement 1
* Accomplishment Statement 2
* Accomplishment Statement 3

*Position 3*  Month Year – Month Year

* Accomplishment Statement 1
* Accomplishment Statement 2
* Accomplishment Statement 3

**EDUCATION**

**Bachelor of Science, Degree Title** Anticipated: Month Year

Western Governors University | Salt Lake City, UT

Relevant Coursework

* *Optional:* *you can add this section to highlight academic courses that are relevant to the position you are applying for*