NAME

yourname@southwestern.edu

Your phone #

*Current Address Permanent Address*

1001 E. University Avenue, SU Box #### Street Address

Georgetown, Texas 78626 City, State ZIP

# OBJECTIVE [this section is optional. If you don’t have a specific opportunity in mind, it’s probably better to leave it off]

To obtain the title position at name of organization utilizing [list a couple specific, relevant skills] skills

# EDUCATION

 **Bachelor of [Arts, Science, Music, Fine Arts] in Major** May 201#

 Southwestern University Georgetown, Texas

 GPA: #.# [only insert this if your GPA is 3.0+]

 Study Abroad, Name of Program/University, City, Country Fall 2011

# EXPERIENCE

**Position Title** May 2010 – present

Name of Employing Organization City, State

* Describe your experience in bulleted statements beginning with action verbs…(e.g. Created and entered file information into computer database)

**Position Title** February 2011 – May 2012

Name of Employing Organization City, State

* Describe your experience in bulleted statements beginning with action verbs…(e.g. Created and entered file information into computer database)

**Position Title** May 2011 – June 2011

Name of Employing Organization City, State

* Describe your experience in bulleted statements beginning with action verbs…(e.g. Created and entered file information into computer database)

### HONORS/ACTIVITIES

Dean's List (# semesters)

Southwestern Scholar 2011 – present

NCAA Division III Men’s Baseball Team, Southwestern University 2012 – present

### SKILLS

**Computer:** PC/Mac; Windows; Microsoft Word, PowerPoint, Internet Explorer

**Languages:** Spanish (\_\_\_\_\_proficiency) [choose from beginning, intermediate, advanced, fluent]