**Jane Doe**

Street Address (Optional) • City, ST Zip • (801) XXX XXXX

[Jane.Doe@mail.weber.edu](mailto:Jane.Doe@mail.weber.edu) • [www.linkedin.com/in/JaneDoe/](http://www.linkedin.com/in/JaneDoe/)

Use a professional email address and a shortened LinkedIn link

**SUMMARY**

Executive summary of your professional experience, written in third person.

**CORE COMPETENCIES**

Skill

Skill

Skill

Skill

Skill

Skill

Skill

Skill

Skill

**EDUCATION**

**Weber State University, Goddard School of Business & Economics**

Master of Business Administration Month 20XX

GPA if over 3.4

**Weber State University, Goddard School of Business & Economics**

Bachelor of Science Month 20XX

Major: XXXX, Minor: XXXX GPA if over 3.4

(If you have degrees from other universities, list them here in the same format as above

**EXPERIENCE**

**Company Name**, City, State

Title of Position Held Month 20XX – Month 20XX

* Bullet 1 Responsibilities and achievements--quantified where possible
* Bullet 2 Bullets should answer: (1) What did you do in your job? (2) How well did you do it? What difference did you make?
* Bullet 3 Keep bullets 1-2 lines. All bullets to begin with Action Verbs
* Bullet 4 Use 3-5 bullets for your most recent or relevant positions, 2-3 bullets for earlier or less relevant positions
* Bullet 5

**Company Name**, City, StateMonth 20XX – Month 20XX

Title of Position Held

* Bullet 1
* Bullet 2
* Bullet 3

**Company Name**, City, StateMonth 20XX – Month 20XX

Title of Position Held

* Bullet 1
* Bullet 2
* Bullet 3

**Company Name**, City, StateMonth 20XX – Month 20XX

Title of Position Held

* Bullet 1
* Bullet 2

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**VOLUNTEER EXPERIENCE / LEADERSHIP (Optional Section)**

**Organization Name**,City, State

Title of Position Held Month 20XX – Month 20XX

* Bullet 1: responsibilities and achievements – quantified where possible
* Bullet 2: Bullets should answer: (1) What did you do in your job? (2) How well did you do it? What difference did you make?

**Organization Name,** City, State

Title of Position Held Month 20XX – Month 20XX

* Bullet 1
* Bullet 2

**Organization Name,** City, State

Title of Position Held Month 20XX – Month 20XX

* Bullet 1
* Bullet 2

**Other Optional Sections:** (Do not use more than 3-4 optional sections)

**TECHNICAL OR RESEARCH PROJECTS**

**CERTIFICATIONS**

**AWARDS/ACHIEVEMENTS**

**PROFESSIONAL ASSOCIATIONS**