

Your Name

Address
City, State

Phone
Email

Profile of Qualifications (look for demonstrable skills and/or abilities specific to the job you are applying for)

- Extensive experience in . . .
- Broad knowledge of managing . . .
- Expertise in . . .

Education (do not include high school)

Master of Science in Industrial Engineering May 2015
Oklahoma State University, Stillwater, Oklahoma (GPA, if 3.0 or greater)
Focus Area or Thesis (optional)

Bachelor of Science in Industrial Engineering December 2012
University of Arkansas, Fayetteville, Arkansas GPA, if 3.0 or greater)

Experience (try to use only the most pertinent information to the position you are applying)

Title of most recent position May 2013 – Present
Company Name City, State

- Coordinate weekly and yearly activities including weekend retreats, organizational meetings, and overseas humanitarian work
- Locate and negotiate retreat conference centers for conferences and retreats
- Create and implement curriculum for young adults

Title of next most recent position May 2012 – May 2013
Company Name City, State

- Recruited hosts for events and met with them to plan logistics and promote the events
- Prepared operating budget and monitored the spending of budgetary funds
- Conducted training program for 20 student staff members

Title of the next most recent position December 2010 – May 2012
Company Name City, State

- Assisted with the marketing strategies of XYZ company
- Designed, created and distributed ad campaigns in newspapers
- Edited research papers and marketing materials

Languages (optional)

Language – level of proficiency reading and writing
Language – level of proficiency reading and writing

Skills (optional)

Any computer, special software or other skills specific to being successful in the job to which you are applying

Professional Development (optional)

Any conferences attended, workshops given, and professional affiliations

Activities and Honors (optional)

Any organizations, offices held, honors received

References (do NOT include on the resume. Make a separate page for references and include name, position, address, phone, e-mail, years known. Include résumé letterhead on Reference Page. See References Example.)