*Review Resume template to help you with creating your resume*

**First and Last Name**

Phone | Email | Linkin.com/in/studentname (optional) | onlinePortfolio link (optional)

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**EDUCATION:**

Bowie State University, Bowie, MD

Bachelor of (Arts or Science) in (Major) Anticipated (Graduation month/year)

Concentration or Minor

GPA (*Indicate cumulative GPA if 3.5 or above*)

(Academic Honors, Scholarships, Awards)

**RELEVANT COURSEWORK:**

*Indicate course names only (5-6 courses). Place in columns instead of listing them vertically.*

**WORK EXPERIENCE:***Indicate experiences in reverse chronological order*

**Employer Name, city, state**

**Job Title** Month/Year – Month/Year or Present

* *Lead bulleted statement with an action verb. Use past tense if no longer in the position or performing the task. Use present tense if still in the position.*
* ***Example*:** Reviewed data and researched ideas to increase membership.

**CAMPUS LEADERSHIP ACTIVITIES**

*Indicate school name, organization*

Position Title Month/Year – Month/Year or Present

* *Lead bulleted statement with an action verb. Use past tense if no longer in the position or performing the task. Use present tense if still in the position.*
* ***Example*:** Planned and coordinated five fundraising events raising $3,500 to benefit the American Cancer Society

**COLLEGIATE ACTIVITIES:***Indicate school name, organization* Month/Year – Month/Year or Present

***Example***: Bowie State University, Basketball team August 2017 - Present

**SKILLS:**MS Word, MS PowerPoint, MS Excel, Google Docs, Adobe; Spanish (Intermediate Level)

**VOLUNTEER EXPERIENCE:***Indicate name of organization or school name* Month/Year – Month/Year or Present

***Example***: South Western York Basketball Clinics February 2018 – April 2018