

Create a clearly defined objective speaking specifically to what it is that you are looking for including company name and position title. Use **powerful words** (i.e. Demonstrated ability to, Proven track record, etc.) to open your sentences. Utilize the **job description** to help you decide what to include. Make sure to **update** application. **Objectives are not required.**

SKILLS AND QUALIFICATIONS (section is updated per application to align with job description / skills preferred)

- Computer skill #1
- Typing (## WPM)
- Relevant Skill
- Excellent skills
- Advanced
- Proficient
- Strong..... abilities
- Dedicated to.....
- Efficient.....
- Computer Skill #2
- Effective
- Languages spoken (if more than one)

EDUCATION

Clark Atlanta University, Atlanta, GA

Graduation YYYY

Level of Degree (AS, BS), Field of Study / Concentration: List Here

G.P.A. 3.5/4.0

Relevant Courses Taken Include: List high level or elective courses taken that are **relevant to the position / industry** you are seeking, Separate by commas, Separate by commas (**For Internships ONLY**- remove section otherwise)

PROFESSIONAL EXPERIENCE (copy and paste section to match amount of jobs/externships/fellowships and fill in)

Company Name

City, ST

Position Title

MM/YR-MM/YR

- List job duties in bullet format ...Each bullet should include **Action Verb (see list) + quantity + skill + duties = results**
- Include **accolades / accomplishments**. "Increased sales by", "Recognized for", "Promoted to"
- **Quantify** as much as possible. Think of the how many, what period of time, % increases, etc.)
- Use at least **3 bullet points** (**no more than 5**) per position title. **Google** position and C&P duties done by you...
- If the job duty exceeds one line and you cannot **condense** it to make it fit, put that line as the last bullet not to interrupt the flow as shown here

Company Name

City, ST

Position Title (Intern)

MM/YR-MM/YR

- List **exact title** and not just "intern". What would your title be if you were not an intern?
- Utilize the **job description** to form your bullet points and skills. What do they want to see?
- **Fill line** with as much information possible using but not exceeding one whole line.....
- Use at least **3 bullet points** (**no more than 5**) per position title. **Google** position and C&P duties done by you...
- If the job duty exceeds one line and you cannot **condense** it to make it fit, put that line as the last bullet not to interrupt the flow as shown here

LEADERSHIP EXPERIENCE (copy and paste section to match amount of jobs and then fill in)

Clark Atlanta University

City, ST

Student Government Association, *President*

MM/YR-MM/YR

- Start each bullet with a **powerful action verb**. **Do not use** "Responsible for", "helped", or "I".
- **Leadership** only includes titles such as President, VP, Treasurer, Secretary, etc. all else can go in org section below
- Show accomplishments, strategies for growth, leadership and technical skills used in this role

Clark Atlanta University

City, ST

Business Marketing Club, *Treasurer*

MM/YR-MM/YR

- Make sure to use words of **past tense** if it is a previous position as opposed to a current one
- **Be consistent** in the amount of bullet points you use per position / leadership experience
- Show accomplishments, strategies for growth, leadership and technical skills used in this role

AWARDS AND ORGANIZATIONS (High School orgs can be included if in Freshman Year or relevant to position)

Clark Atlanta University, Business Association, *Member*

2020 – Present

Clark Atlanta University, Student Government Association, ***Member***
Future Business Leaders of America, Leader of the Year Award, ***Recipient***

2018 – 2020
2019