**YOUR NAME**

City, ST | youremail@students.westerntc.edu | (555) 555-5555

**PROFESSIONAL PROFILE**

1-2 brief sentences summarizing who you are and 3 or so of your top qualifications for the position. (Example: Motivated Business Management graduate who excels in \_\_\_\_\_\_\_, \_\_\_\_\_\_\_, and \_\_\_\_\_\_.)

* In these bullet points, describe how you’ve used your skills and/or expand on the qualifications listed above. Add details, facts, numbers, etc.
* Begin bullet points with a strong action verb. List skills, experience and accomplishments
* Focus on skills that the employer is looking for and use key words from the job description
* Include relevant technical/software skills (Microsoft Word, Microsoft Excel, Google Docs, etc.)
* Also include “transferable skills” (communication, organization, leadership, teamwork, etc.)

**EDUCATION**

**Program Name, Associate Degree/Technical Diploma/Certificate/Other**

Western Technical College, La Crosse, WI Expected Graduation: Month Year

* Include here any achievements from your program (GPA if over 3.0, President’s List, etc.)
* List most recent degree first. High school information does not need to be listed.

*Related Coursework:*

* Can Include…
* Relevant Courses
* Skills/Concepts Learned
* Achievements/Project

**RELATED WORK EXPERIENCE**

**Job Title**, Company Name, City, ST Month 20XX-Present

* In this section, list your jobs in reverse chronological order
* Be sure the duties/skills/accomplishments you list are relevant to the job you’re applying for
* Use details and numbers, if possible, to quantify your experience

**Job Title**, Company Name, City, ST Month 20XX-Month 20XX

* In the “Related Work Experience” section, include jobs relevant to the job you’re applying for
* For jobs that are not related, list those below in “Other Work History”
* In “Other Work History”, just list the jobs, don’t expand on job duties with bullet points

**OTHER WORK HISTORY**

**Job Title**, Company Name, City, ST Month 20XX-Month 20XX

**Job Title**, Company Name, City, ST Month 20XX-Month 20XX

**COMMUNITY INVOLVEMENT**

**Role**, Organization Name, City, ST Month 20XX-Month 20XX

**Role**, Organization Name, City, ST Month 20XX-Month 20XX

*\*(Some categories are optional or can be changed to fit the relevant information you want to highlight.)*

*\*(We strongly recommend a one-page resume unless you have lots of relevant experience in your field.)*