

Your Name

Address
City, State

Phone
Email

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

- List at least 3-5 skills.
- Example: Excellent communication and interpersonal skills
- Example: Ability to work with teams and independently to complete tasks

Education (do not include high school)

Bachelor of Arts in Fine Arts, Emphasis in Drawing
Oklahoma State University, Stillwater, OK

Graduation: December 2017
GPA:(if 3.0 or above)

Community Experience (you may not have a lot of work experience, but you may have been a volunteer)

Volunteer (or other title that you may have had)

Date Year – Date Year
City, State

Company or Organization Name

- List 3 – 5 bullet points describing your position or work.
- Start with action verbs.
- Example: Assisted director in organizing warehouse and file system

Lawn Care Worker

December 2000 – May 2004
City, State

Self-employed

- Provided weekly maintenance of 8 residential lawns
- Applied fertilizers and weed killers utilizing safe procedures
- Communicated regularly with customers regarding billing and satisfaction of service

Community Involvement and Leadership Activities

FFA Member

Month Year – Month Year

Salvation Army Volunteer

Month Year – Month Year

Regional Food Bank Volunteer

Month Year – Month Year

Honors

First Place – Graphic Communications Competition

Month Year

Freshman Achievement Scholar

Month Year

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.)