



Margins 0.5 – 1 inch evenly

First name Last name/ Roary Panther (14-16pt.)

Address • Phone Number • E-mail • LinkedIn URL (10-12 pt.)

PROFILE OR SUMMARY OF QUALIFICATIONS (optional)

Profile: 3-5 sentences highlighting who you are as a professional and what your long-term goals are.

Summary of Qualifications: 3-5 bullets about your qualifications, characteristics, and skills that make you a great candidate for the position you are going for.

This is your chance to SELL YOURSELF and MAKE SOMEONE WANT TO READ THE REST OF YOUR RESUME. This should be either or, NOT both.

EDUCATION

Name of School, City, State

Degree Earned

Graduation Date

- Any minors
- Certificates
- GPA if ≥ 3.0

Florida International University (FIU), Miami, FL

Bachelor of Arts in English

May 2018

- Minor in International Relations
- 3.7 GPA

EXPERIENCE

Company, City, State

Position

Start Date-End Date

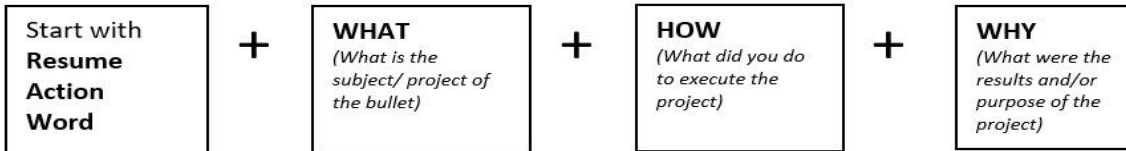
- 3-5 bullets, explaining your job responsible **AND** transferable skills
- Use power and action words (*please see website resources for a full list*)

FIU Career and Talent Development, Miami, FL

Student Assistant

August 2012-Present

- Facilitate student and employer questions in person and online regarding the Handshake system in order to increase awareness of employment opportunities



AWARDS/HONORS/VOLUNTEER EXP./LEADERSHIP EXP.

Name of Award

Date Range

Florida Bright Futures Medallion Scholar

August 2014-Present

SKILLS

Reserved for Technical/computer/language skills ONLY

Computer: List proficiency in any software systems
Basic/ Moderate/ Intermediate/ Fully Proficient

Languages: List any languages and include the level of fluency as well

Intermediate proficiency in Microsoft Word, PowerPoint & Photoshop
Bilingual in English and Spanish; Moderate fluency in Italian