Your Name

888-888-8888 • email@catawba.edu • City, State

**EDUCATION**

**Catawba College Salisbury, NC**

*Bachelor of Arts or Science (select the correct one), Your Major, Minor in Your Minor Expected Month, Year*

* **Cumulative GPA**: X.XX **Major GPA:** X.XX
* List any honor societies
* Honor societies or awards
* Select Coursework: List any coursework relevant to the position for which you are applying
* If writing a thesis, list its title here

**WORK EXPERIENCE**

**Company/Business/Organization City, State**

*Position Title Dates Position Held*

* Description of duties, role in organization, quantifying the difference you made in your position
* Use the action verbs found in the Resume Writing Guide
* Delineate what you accomplished in your position and give numbers indicating increases in production, profit, feedback, etc

**Company/Business/Organization City, State**

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**CAMPUS & VOLUNTEER INVOLVEMENT**

**Student Organization/Association/Team/Club City, State**

*Position Title**Months/Years*

* Description of duties, role in organization, quantifying the difference you made
* Use action verbs listed in Resume Writing Guide to delineate what you accomplished in your position

**Student Organization/Association/Team/Club City, State**

*Position Title**Months/Years*

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**SKILLS & INTERESTS**

* Proficient in Microsoft Office (List Programs), Languages, Computer Skills
* Interests