**Your Name**

Phone Number • email@catawba.edu• City, State

**SUMMARY OF QUALIFICATIONS\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* Excellent customer relations skills
* Enthusiastic, flexible and willing to assume responsibility for task
* Quick learner, adapts well to change, utilizes excellent time management
* List Relevant Coursework: Courses relevant to position you are seeking

**EDUCATION**

**Catawba College Salisbury, NC**

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

GPA: X.XX

**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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**LEADERSHIP or ACADEMIC EXPERIENCE**

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

*Positions Held Dates Position Held*

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