**Education**  
 **University of Northern Iowa**, Cedar Falls, IA  
 *Bachelor of Arts in \_\_\_\_\_\_\_\_*, May 2013

* Minors, Certifications, Academic Honors, Etc.
* X.XX/4.00 Cumulative GPA

**Experience**

**Company**,City, State

*Position or Job Title* Month Year – Month Year

* Skills and Accomplishments
* Skills and Accomplishments
* Skills and Accomplishments

**Company Name**, City, State  
 *Position or Job Title* Month Year – Month Year

* Skills and Accomplishments
* Skills and Accomplishments
* Skills and Accomplishments

**Leadership**

**Organization Name**, City, state

*Position Held* Month Year – Month Year

* Skills and Accomplishments
* Skills and Accomplishments

**Activities**

**Organization Name**, *Position*, timeframe

**Organization Name**, *Position*, timeframe

**Organization Name**, *Position*, timeframe

**Skills**

* A listing of language skills you have proficiency in (do not list English)
* A listing of software you have utilized particularly Microsoft Office Products, databases, etc.

**Name**

**123 Main Street ♦ City, ST zip code ♦ email@email.com ♦ (cell) pho-ne##**

**References**

First and Last Name

Job Title

Organization/Employer Name

Address

City, State Zip Code

Email address

Phone number

First and Last Name

Job Title

Organization/Employer Name

Address

City, State Zip Code

Email address

Phone number

First and Last Name

Job Title

Organization/Employer Name

Address

City, State Zip Code

Email address

Phone number

**Note:**

* Make sure you have received permission to use a person as a reference.
* References should be people who know your work experience and/or skills, not just a character reference. Most-recent employer is usually the most-contacted reference.
* Family members should not be listed as references.