**OBJECTIVE**

To obtain the position of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**EDUCATION**

**Master of \_\_\_\_\_\_\_\_\_\_ in \_\_\_\_\_\_\_\_\_\_\_** Anticipated: Month Year

Shenandoah University, Winchester, VA Cumulative GPA: 3.50

**Bachelor of \_\_\_\_\_\_\_\_\_\_ in \_\_\_\_\_\_\_\_\_\_\_** Month Year

Shenandoah University, Winchester, VA Cumulative GPA: 3.00

**RELEVANT COURSEWORK**

|  |  |
| --- | --- |
| Course Name | Course Name |
| Course Name | Course Name |
| Course Name | Course Name |

**LICENSES AND CERTIFICATIONS**

Virginia Department of Education Initial Teaching Licensure Anticipated: Month Year

* Endorsement: Subject

CPR/AED and First Aid, Issuing Organization Expires: Month Year

Health Training, Issuing Organization Month Year

**RELEVANT EXPERIENCE**

**Your Position Title** Month Year – Present

Company Name, City, ST

* List 3-5 bulleted statements explaining your major responsibilities in this position
* Start each bullet with a strong action verb using the present tense if you are currently there and past tense if you are no longer there
* List bullets in descending order of importance/relevance

**Your Position Title** Month Year – Month Year

Company Name, City, ST

* List 3-5 bulleted statements explaining your major responsibilities in this position
* Start each bullet with a strong action verb using the present tense if you are currently there and past tense if you are no longer there
* List bullets in descending order of importance/relevance

**WORK EXPERIENCE**

**Your Position Title** Month Year – Present

Company Name, City, ST

* List 3-5 bulleted statements explaining your major responsibilities in this position
* Start each bullet with a strong action verb using the present tense if you are currently there and past tense if you are no longer there
* List bullets in descending order of importance/relevance

**Your Position Title** Month Year – Month Year

Company Name, City, ST

* List 3-5 bulleted statements explaining your major responsibilities in this position
* Start each bullet with a strong action verb using the present tense if you are currently there and past tense if you are no longer there
* List bullets in descending order of importance/relevance

**LEADERSHIP EXPERIENCE**

**Your Position Title** Month Year – Month Year

Organization Name, Shenandoah University, Winchester, VA

* List 3-5 bulleted statements explaining your major responsibilities in this position
* Start each bullet with a strong action verb using the present tense if you are currently there and past tense if you are no longer there
* List bullets in descending order of importance/relevance

**PROFESSIONAL MEMBERSHIP**

Professional Organization Name Month Year – Present

**PROFESSIONAL DEVELOPMENT**

Conference Name, City, ST Month Year

Workshop Name, Organization, City, ST Month Year

**ATHLETIC EXPERIENCE**

Shenandoah University Athletic Team Name Month Year – Month Year

* Captain Month Year – Present

**CAMPUS INVOLVEMENT**

Your Position Title, Campus Activity, Shenandoah University Month Year – Present

**VOLUNTEER EXPERIENCE**

Your Position Title, Organization NameMonth Year – Month Year

**HONORS AND AWARDS**

Honor Society Name Month Year – Present

Award Name,Organization NameMonth Year

**SKILLS**

Proficient in Language

Microsoft Word, Excel, and PowerPoint