**PROFESSIONAL SUMMARY**

Describe your professional experience in the field with 2-3 sentences. Mention the number of years you have worked in the field. Highlight any major achievements received through your company or a national organization.

**EDUCATION**

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

Shenandoah University, Winchester, VA Cumulative GPA: 3.50

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

Shenandoah University, Winchester, VA Cumulative GPA: 3.00

**LICENSES AND CERTIFICATIONS**

Virginia Department of Education Initial Teaching Licensure Month Year

* Endorsement: Subject

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

Health Training, Issuing Organization Month Year

**PROFESSIONAL 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 – 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

**PROFESSIONAL MEMBERSHIP**

Professional Organization Name Month Year – Present

**PROFESSIONAL DEVELOPMENT**

Conference Name, City, ST Month Year

Workshop Name, Organization, City, ST Month Year

**APPLIED PROJECTS**

**Project Title** Month Year – Month Year

Company Name, City, ST

* List 3-5 bulleted statements explaining your major responsibilities with this project
* 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

**AWARDS AND RECOGNITIONS**

Award Name,Organization NameMonth Year

**VOLUNTEER EXPERIENCE**

Your Position Title,Organization NameMonth Year – Month Year

**SKILLS**

Proficient in Language

Software Programs (ex. Project Management software, Scheduling software, etc.)

Industry Knowledge (ex. Strategic Planning, Research, etc.)