**NAME**

City, State | email | phone | [Linkedin.com/in/yourcustomURL](http://students.linkedin.com)

**SUMMARY**

Overall statements about you that also relate to the positions that you are applying. Can include years of experience in a particular field/industry. It is important to [**Google examples of summary of qualifications**](http://theinterviewguys.com/resume-summary-examples/)**,**, increase search engine optimization (SEO) and almost “rewrite” the job description here, using your own experience and transferrable skills. Skills include:

Here Put Match Project Management MS Office

You Keywords The Event Coordination Social Media

Will That Job Adobe Photoshop Fluent in Spanish

**RELATED EXPERIENCE**

**Company Name** City, State (or City, Country if non-U.S.)

*Title* Month/Year - Month/Year, example: May 2013 – Sept. 2015

* Click here to insert details regarding position, using the entire line all the way to the right
* Focus on accomplishments and skills, [**use ONET to assist, search occupations**](http://onetonline.org)
* Start all bullet statements with action verb, [**here is a great article about power verbs**](https://www.themuse.com/advice/185-powerful-verbs-that-will-make-your-resume-awesome)
* [**Show results and quantify when appropriate: use numbers, percentages, data, results**](https://www.themuse.com/advice/how-to-quantify-your-resume-bullets-when-you-dont-work-with-numbers)
* 4-6 bullets

**Company Name** City, State (or City, Country if non-U.S.)

*Title*  Month/Year - Month/Year

* [**Here is an example of a mid level resume**](http://www.businessinsider.com/excellent-resume-for-mid-level-employee-2014-8)
* Focus on accomplishments and skills
* Start all bullet statements with action verb
* Show results and quantify when appropriate: use numbers, percentages, data, results
* 4-6 bullets

**Company Name** City, State (or City, Country if non-U.S.)

*Title*  Month/Year - Month/Year

* Click here to insert details regarding position, using the entire line all the way to the right
* Focus on accomplishments and skills
* Start all bullet statements with action verb
* Show results and quantify when appropriate: use numbers, percentages, data, results
* 4-6 bullets

**PROFESSIONAL DEVLEOPMENT**

**Association,** *Member* Dates

\*\*\**Other ideas for this or another section can be volunteer experience, community involvement, academic projects, leadership experience, etc. \*\*\**

**EDUCATION**

**Florida International University** Miami, FL

Bachelor of Arts in Psychology, Cum Laude Month Year