

# YOUR NAME

Street Address  
City, State Zip Code  
Telephone Number  
youremail@gaston.edu

## EDUCATION

Institution  
Degree  
GPA: X.XX (higher than 3.0)  
Relevant Courses (optional):

City, State  
Expected Month Year

## WORK EXPERIENCE

Organization  
*Job Title*

City, State  
Month Year – Month Year

- Provide a bulleted description of accomplishments, skills, and knowledge.
- Include the quantity, frequency, or impact of your work whenever possible.
- Consider the following questions as you construct your bullet points:  
What did you do? What were the results of your work? What were your accomplishments? How did you help the organization? What skills/knowledge did you enhance? How does this experience relate to your employment goal?

Organization  
*Job Title*

City, State  
Month Year – Month Year

- Provide a bulleted description of accomplishments, skills, and knowledge.
- Include the quantity, frequency, or impact of your work whenever possible.
- Consider the questions listed above as you construct your bullet points.

Organization  
*Job Title*

City, State  
Month Year – Month Year

- Provide a bulleted description of accomplishments, skills, and knowledge.
- Include the quantity, frequency, or impact of your work whenever possible.
- Consider the questions listed above as you construct your bullet points.

## COMMUNITY SERVICE/LEADERSHIP/AWARDS (choose one descriptive heading)

Organization  
*Title*

City, State  
Dates

- Focus on service, leadership, or awards relevant to your desired employment.
- Place this section earlier if your work experience is limited or in a different field.

## SKILLS/CERTIFICATIONS (choose one descriptive heading)

- List computer skills (e.g., Microsoft Office, Adobe Photoshop, InDesign, G Suite).
- List languages with proficiency level: conversant, proficient, or fluent.
- List certifications (e.g., CPR, First Aid, Teaching Certification)