**First name Last name/ Roary Panther (14-16pt.)**

Address ● Phone Number ● E-mail ● LinkedIn URL (10-12 pt.)

**PROFILE OR SUMMARY OF QUALIFICATIONS (optional)**

Profile: 3-5 sentences highlighting who you are as a professional and what your long-term goals are.

Summary of Qualifications: 3-5 bullets about your qualifications, characteristics, and skills that make you a great candidate for the position you are going for.

***This is your chance to SELL YOURSELF and MAKE SOMEONE WANT TO READ THE REST OF YOUR RESUME. This should be either or, NOT both.***

**EDUCATION**

Name of School, City, State

***Degree Earned*** Graduation Date

* Any minors
* Certificates
* GPA if ≥ 3.0/4.0 (optional)

Florida International University (FIU), Miami, FL August 2018

**Bachelor of Science in Social Work**

Minor in Psychology

3.7/4.0 GPA

**EXPERIENCE**

Company, City, State Start Date-End Date

***Position***

* 3-5 bullets, explaining your job responsible AND transferable skills
* Use power and action words (*please see website resources for a full list*)

FIU Career and Talent Development, Miami, FL August 2012-Present

***Student Assistant***

* Facilitate student and employer questions in person and online regarding the Handshake system in order to increase awareness of employment opportunities

**WHY**

(What were the results or the purpose)

**HOW**

(What did you do to execute the project)

**WHAT**

(What is the subject/project of the bullet)

Start with

**Resume Action Words**

**AWARDS/HONORS/VOLUNTEER EXP./LEADERSHIP EXP**.

Name of Award Date Range August 2014-Present

**Florida Bright Futures Medallion Scholar**

**SKILLS**

Reserved for Technical/computer/language skills ONLY

**Computer**: List proficiency in any software systems **Languages**: List any languages and include the Basic/ Moderate/ Intermediate/ Fully Proficient level of fluency as well

Intermediate proficiency in Microsoft Word, PowerPoint & Photoshop

Bilingual in English and Spanish; Moderate fluency in Italian