

**Name**

*Name should be 20 to 24 point font in bold*

Address • Phone: • E-mail:

*Contact information should be 10 to 11 point font*

*Section titles should be 12 to 14 point font in bold*

## **PROFESSIONAL PROFILE**

(One short phrase highlighting your key strengths and immediate career goals)

### **EDUCATION**

**Thomas More University** - Crestview Hills, KY  
Bachelor of Arts, Business Administration

Expected Graduation Date: May 2020

### **PROFESSIONAL EXPERIENCE**

**Company** - City, State  
*Position Title*

Month, Year – Month, Year

- Accomplishments, etc...
- Accomplishments, etc...
- Accomplishments, etc...

*Bullet points and all other wording (except for section titles) should be 11 to 12 point font*

### **LEADERSHIP**

### **EXTRA-CURRICULAR ACTIVITIES**

### **HONORS/AWARDS**

### **RELEVANT COURSEWORK**

### **COMMUNITY SERVICE**

### **PROFESSIONAL AFFILIATIONS**

### **SKILLS**

### **COLLEGIATE ATHLETICS EXPERIENCE**

**Thomas More University** - Crestview Hills, KY  
*NCAA Division III (Insert Sport Played)*

Month, Year – Month, Year

- Leadership, Awards, Experience etc...
- Leadership, Awards, Experience etc...
- Leadership, Awards, Experience etc...