**First Last Name**

email@iupui.edu/(XXX) XXX-XXXX

LinkedIn URL

**EDUCATION**

**Purdue School of Engineering and Technology**, IUPUI Indianapolis, IN

*Bachelor of Science in Organizational Leadership* Month Year

Certificate: Human Resource Management GPA X.XX/4.00

Minor(s):

Dean’s List (if applicable) Semester(s) Year(s)

**Course Work: (This heading/section is optional)**

* Best practice is to only put three to six courses on the resume

**tailored EXPERIENCE (Select a block header that frames your experience ie: Related Experience, Work Experience, Leadership)**

**Name of Organization or Company**  City, State

*Position Title* Month Year – Month Year

* Bullet Point begin with Skill Word - Describes a specific skill (Action Verb)
* Bullet Point begin with Skill Word - Describes a specific skill (Action Verb)
* Bullet Point begin with Skill Word - Describes a specific skill (Action Verb)

**Name of Organization or Company** City, State

*Position Title 2* Month Year – Month Year

* Bullet Point begin with Skill Word - Describes a specific skill (Action Verb)
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* Bullet Point begin with Skill Word - Describes a specific skill (Action Verb)

*Position Title* 1 (this is optional, only showing format option) Month Year – Month Year

* Bullet Point begin with Skill Word - Describes a specific skill (Action Verb)
* Bullet Point begin with Skill Word - Describes a specific skill (Action Verb)

**tailored EXPERIENCE (Select a block header that frames your experience ie: Related Experience, Work Experience, Leadership)**

**Name of Organization or Company** City, State

*Position Title* Month Year – Month Year

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**tailored EXPERIENCE (Select a block header that frames your experience ie: Related Experience, Work Experience, Leadership)**

**Name of Agency or Organization** City, State

*Position Title* Month Year – Month Year

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**HONORS, awards, certifications (Choose an option to stand-out)**

**Name of honor, award or certification** Month Year

* Brief description of award

**Name of honor, award or certification** Valid through

* Brief description of award