**SAMPLE STUDENT**

806-555-1234 | sample.student@gmail.com

**Summary**

* Here you will write a summary of your skills and qualifications either in bullet point form or paragraph form, should not exceed 2-4 sentences. These bullets and/or paragraph will change depending on your personal experience.
* Try to incorporate years of experience where you can.
* Insert thesis statement overviewing categories **CATEGORY 1, CATEGORY 2, AND CATEGORY 3**

**Education**

Associate of Applied Science in Business Management

Amarillo College, Amarillo, TX

Graduation Date: December 2020 (Put “Expected Graduation Date” then the date if degree is ongoing or not completed yet)

**Skills and Abilities** (try to use only the most relevant information to the position you are applying to)

**Office Management**

* Use action verbs to start each bullet
* Try to use the same “key words” that the job description used within the category chosen
* Only use past tense verbs in a functional resume

**Customer Service**

* Use 3-5 bullets per each company
* Action verb, detail out what you did
* Try to use the same “key words” that the job description used
* Have a career professional critique your resume upon completion

**Any Other Category(ies) that fits you**

* Action verb, detail out what you did
* These bullets can go under multiple categories
* You can craft as many categories that fit you

**Experience History**

* **Job Title,** Company, Location **(IN REVERSE CHRONOLOGICAL ORDER)** Date

**Skills** (these are the hard skills that you can do, rather than skills and abilities)

Proficient in Microsoft Office

Able to operate a multi-line phone system

**Volunteer Involvement**

* Evelyn Rivers, *Christmas Volunteer* 2018-Ongoing
* Sample Church, *Volunteer* 2016-Present