

## FORMAT EXAMPLE

Name (14-16 pt. font)  
Address (10-12 pt. font)  
Phone (10-12 pt. font)  
Email (10-12 pt. font)

Header Layout is to personal preference  
- Cascade style is shown

### Education

*Bachelor of Arts (or Science) – Major  
Minor or Concentration if applicable  
College Name, City, State*

**Expected: Month, Year**

Related Experience (Ex. Relevant Experience, Leadership Experience, International Experience, etc.)

*Position Title – Department if applicable*

**Month/Year – Month/Year**

*Organization Name, City, ST*

- 3-5 relevant bullet points that reference skills sought for the position to which you are applying
- Action Verb + What you did + How or Why you did it
- Ex. Created a newsletter to better inform customers of products and services offered, yielding an sales increase of 10%

*Position Title – Department if applicable*

**Month/Year – Month/Year**

*Organization Name, City, ST*

- 3-5 relevant bullet points that reference skills sought for the position to which you are applying
- Action Verb + What you did + How or Why you did it
- Ex. Assessed client needs during intake to determine relevant resources and expedite referral process for counselors

### (Ex.) Multi-Cultural Experience

*Student – Study Abroad*

**Fall 2014**

*George Fox’s name and location or the Abroad Institution name, City, ST*

- 1-2 relevant bullet points are acceptable on additional categories after your relevant experience
- Action Verb + What you did + How or Why you did it

*Mission Volunteer – The Daughter Project*

**June 2012 – August 2012**

*Assemblies of God World Missions, Nepal*

- (Ex.) Supported efforts to educate villages about human trafficking by preparing materials and distributing resources about services and recovery home
- (Ex.) Built rapport with children, ages 6-13, to understand cultural needs and practices, foster relationships that would facilitate a pipeline to services

### Skills

Proficiency Level: Software name (Word, Excel, Mac, Arduino, Illustrator, etc.)

Language (Conversational, written, and/or reading)

Social Media areas

References go on a separate page with the same header (name, address, etc.)

Skills should be relevant to the position and can include software programs and language, foreign languages, social media experience, and other hard skills that are technical in nature (you could be tested on your proficiency if need be.)

Section titles will vary based on how you want to portray yourself

Information should fill the page. Adjust font size, style, and margins to accommodate.