YOUR NAME

(999) 999-9999 [your.name@live.kutztown.edu](mailto:your.name@live.kutztown.edu) City, ST [www.linkedin.com/](http://www.linkedin.com/)in/**Add Your Personal Link**

**Profile** *Note: Briefly introduce yourself and state your purpose of this resume.*

Bilingual School Counselor, with an interest in careers and special education, seeking a full-time position in a high school.

**Qualifications** *Note: Professional skills gained in the classroom and through employment/experience*

* Language skills (Conversational or Fluent)?
* Specific software?
* Management/Leadership skills?
* What else that makes you stand out?

**Education**

*M.S., M.A., MBA, M.Ed., M.F.A., MPA, MLS, MSW, or DSW* Kutztown University of Pennsylvania Kutztown, PA

**Program Name** May 20XX

*B.S., B.A., B.S.B.A., B.S.Ed., B.F.A., or B.S.W.* Kutztown University of Pennsylvania Kutztown, PA

**Major: Major Name** May 20XX

**Minor: Minor Name**

GPA: Include if it is 3.0 or higher

**Honors** *(include if they are recent)*

*Dean’s List*? Fall 20XX

\*List any awards/honors in this format:

Name of Award, Organization that gave you the award, their location City, ST Dates Applicable

**Internship Experience** *(if you have it)*

**Intern**, Organization, City, ST Month Year – Month Year

*2-3 lines describing your responsibilities and tasks. Start each bullet with an action verb. Use past-tense verbs if already completed.*

**Work Experience**

**Job Title**, Organization, City, ST Month Year – Month Year

*2-3 lines describing your responsibilities and tasks. Start each bullet with an action verb. Use past-tense verbs if already completed.*

**Campus Involvement & Leadership** *(if recent)*

**Title of Position Held,** Club #1 Month Year – Month Year

**Title of Position Held**, Club #2 Month Year – Month Year

**Volunteer Experience**

Organization, City, ST Month Year – Month Year

***DON’T FORGET!***

*1. Remove all highlighted text and any sections for which you have no content.*

*2. Save this document by naming it "FirstName LastName Resume 2024".*

*3. Delete this text box and upload to Handshake, or, bring it to the KU Career Center for review. 😊*