

# Resume Template

---

**Current Address**

1 Macklem Drive  
Wilmore, KY 40390  
(859) 858-3511  
Ima.Sample@asbury.edu

**Permanent Address**

123 Street Name  
City, State Zip Code  
(123) 456-7890  
ImaSample@yahoo.com

---

**Profile**

Describe strengths, passion and goals. Include major skills you possess as a professional, which reflect the skills mentioned in the job description. List can include, but is not limited to: computer skills (specific programs), organizational/leadership skills, communication skills, second language skills, First Aid/CPR certification, etc.

**Education**

**Bachelor of Arts in Your Major**  
**Asbury University, Wilmore, KY**

Graduation May 2019

Minor/Related Course Work  
GPA: 3.3 (or above)

**Honors** List can include, but is not limited to: Deans List, Scholarships, Awards, cum laude, etc.

**Experience****Your Position**

*Current Employer; City, State*

Date Started-Date Ended

- Major responsibilities/duties within the company
- See page the list of Action Words that will help you
- Make statements that are: factual, positive, brief, relevant, and result-oriented

**Your Position**

*Most Recent Employer; City, State*

Date Started-Date Ended

- Major responsibilities/duties within the company
- See the list of Action Words that will help you
- Make statements that are: factual, positive, brief, relevant, and result-oriented

**Your Position**

*Previous Employer; City, State*

Date Started-Date Ended

- Major responsibilities/duties within the company
- See the list of Action Words that will help you
- Make statements that are: factual, positive, brief, relevant, and result-oriented

**Your Position**

*Previous Employer; City, State*

Date Started-Date Ended

- Major responsibilities/duties within the company
- See page 6 for the list of Action Words that will help you
- Make statements that are: factual, positive, brief, relevant, and result-oriented

**Leadership, Service, Community Involvement**

List can include, but is not limited to: All leadership positions you've held, volunteer experience, community ministries, church ministries, intramural sports teams, committee involvement, SGA/other organization involvement, mission trips (include country and ministry).