**Ima Knight**

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*Personalized LinkedIn URL*

**PROFESSIONAL SUMMARY**

3-4 SENTENCES THAT SUM UP WHO YOU ARE (usually written after you complete your document)

This article might help in creating your professional profile:

<https://www.careereducation.columbia.edu/resources/how-write-resume-profile-or-summary-statement>.

This one gives some good examples- <https://www.thebalancecareers.com/resume-profile-examples-2062828>

**RELEVANT SKILLS**

Bullet or list out skills LEADERSHIP | RESEARCH | COMPUTER PROGRAMMING | CUSTOMER SERVICE

**LANGUAGE PROFICIENCIES**

Before listing languages on your resume, review your speaking, reading and listening comprehension of the language. Use the language level descriptions; beginner, intermediate, proficient, fluent or native

**EDUCATION**

**Marian University, Indianapolis, IN:** *Bachelor of Science/Arts in Major Month of 20##*

* Minor: Insert here; Concentration: Insert here
* GPA: Listed if over 3.0

*Scholarship Program (if applicable)* *Start date-End date*

* Could be a separate section if you have a lot of them that were competitive and selective
* Describe premise of scholarship program such as the mission/purpose of the program
* Include any pre-eligibility requirements and qualifications necessary to maintain the scholarship

**High School, Location:** *Type of Diploma Month of Year*

* GPA: listed if over 3.0
* Awards, dual credits earned, special programs

**LICENSE & CERTIFICATIONS**

**Granting Institution, City, ST:** *Name of Certification/License Month of 20##*

**RESEARCH & POSTER PRESENTATIONS**

Correct citation of research/poster presentations

* Summary of research/findings/etc.

**ACADEMIC PROJECTS**

**Marian University, Indianapolis, IN:**

*Class Month of 20##*

* Describe premise of project, actions and results of project, your involvement, etc.

**MEDICAL SHADOWING EXPERIENCE**

Doctor, Practice Name, Location: Total Hours Shadowed *Start date-End date*

* Discuss what you observed, learned, took part in, skills gained, etc. in 3-5 bullet points

**INTERNATIONAL EXPERIENCE**

**University or Program, Location:** *Role Month of 20##*

* Describe premise of project, actions and results of project, your involvement, etc.
* Discuss what you observed, learned, took part in, skills gained

**PROFESSIONAL EXPERIENCE** (could have industry specific and Additional Experience section

**Company Name, City, ST:** *Job title Start date-End date*

* Begin each bullet with a strong action verb (past tense verbs for past jobs, present tense for present jobs)
* [Action verb] --brief explanation of accomplishment] resulting in ---quantifiable outcome.
* Using %, $, etc. will draw the eye and make an impact
* Keep your sentences short and to the point. This will make it easier for a recruiter or hiring manager to read or skim.

**Company Name, City, ST:** *Job title Start date-End date*

* Include two to five bullet points for each experience
* Refrain from using first person on your resume (I, me, we, ours, my, etc.)
* List all experiences in reverse chronological order for each section (most recent comes first)

**CO-CURRICULAR/LEADERSHIP INVOLVEMENT**

**University Club Name / Organization,** *Role*   *Start date-End date*

* List campus/community activities in the same format as professional experiences (see above)
* Market transferable skills that your club experience provides

**Marian University**

*Role*   *Start date-End date*

* Highlight leadership positions and describe accomplishments using bullet points
* Focus on how your experiences incorporate the top six skills employers seek, which are listed below

**VOLUNTEER EXPERIENCE**

**Organization,** *Role*   *Start date-End date*

* List activities in the same format as professional experiences (see above)
* Market transferable skills that your club experience provides

**AWARDS & HONORS**

Award, Institution/Organization *Date/Year*

**PROFESSIONAL MEMBERSHIPS**

Any state/national affinitions you may have with professional organizations

**REFERENCES**

Reference Name (usually 3 references/can be a mix of professors/supervisors/coaches/etc.)

Title

Company

Phone number

Email address

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