**Ima Knight**

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**SUMMARY**

[VIDEO](https://youtu.be/6sqeHEKyfsU?list=PLrcrBEAPHNIZPbapSAt9RSPQ_MxwoIiPU) [ARTICLE](https://www.careereducation.columbia.edu/resources/how-write-resume-profile-or-summary-statement) [EXAMPLES](https://www.indeed.com/career-advice/resumes-cover-letters/profile-on-a-resume)

**SKILLS**

SEPARATE SKILLS | USING | DIVIDER | SHOULD COME DIRECTLY | FROM JOB DESCRIPTION

**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)** 00/0000-00/0000

* 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

**PROFESSIONAL EXPERIENCE**

**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.
* Tailor resume and cover letter based on desired job, using keywords from the job description

Job title 00/0000-00/0000

**Company Name, City, ST:**

* 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)
* Use your limited space to focus on things are that most relevant to the new job, rather than going into every detail about the responsibilities that took up most of your time.

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

* Maintain consistent formatting throughout the entire document and refrain from using a template
* Restrict resume to one page in length; page should be full but not cramped
* Review the Exchange’s online resources for resume style guidelines, formatting and examples
* Remove all irrelevant high school related items at the end of freshman year of college

**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 Athletic Team,** 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