**Ima Knight**

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**SUMMARY**

[VIDEO](https://youtu.be/bbhdHgKqlio) [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) 2-4 sentences summary of who you are as it relates to the job you are applying for. High level overview of your skills and value added.

**EDUCATION**

**Marian University, Indianapolis, IN:**

Bachelor of Science/Arts in MajorMonth 20##

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

**Scholarship Program (if applicable) or High School information if Freshaman/Sophomore**

* 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

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**CO-CURRICULAR EXPERIENCE**

**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

**Volunteer or Community Service,** 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

**SKILLS**

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