**MARCO** **MARSHALL**

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**Create an engaging 1 sentence headline for yourself (tailored to the job you are applying for)**

**that sells who you are as a professional.**

**SKILLS SUMMARY**

* This is the chance to “hook” the reader by selling your skills. This is a summary of your experience and should be tailored to the job you are applying for. Do not use the personal pronoun “I” anywhere on the résumé. See the sample below of what a person looking for a position in sales might say.
* Proven ability to build and maintain strong client relationships, resulting in increased customer satisfaction and repeat business.
* Skilled in utilizing persuasive communication techniques and strategic sales approaches to consistently achieve and exceed sales targets.

**EDUCATION**

**Type of Degree, Major (Concentration if applicable)** Expected graduation May 2026

Marshall University, *Huntington, WV*

GPA: Listing GPA is optional. Recommendation is GPA can be listed if the GPA is 3.2 or greater

**Relevant Courses:** You may decide to list some relevant courses by name. This is a great way to show that you have knowledge of something from class, even though you have not had actual work experience. See our examples on the Career Education website to see what this might look like.

**Achievements:** You can list things like Dean’s List, President’s List, merit-based scholarships (not Pell grants), and other achievements here.

Notes: If you transferred from another school to Marshall, there is no need to include those schools by name on the résumé, unless you earned a degree from there. The standard practice is to only list the school where you earned/or are expected to earn a degree from.

**High School Graduate**  Graduated June 2023

High school name *City, State*

Notes: Typically, one only lists the high school if you are a first-year or sophomore year student OR if you had a stellar achievement/experience during high school (for example, leadership roles in Honor Society, valedictorian, etc.) The further you go in college, the less important having high school is on the résumé.

**WORK EXPERIENCE**

Job Title Start date (month/year) – Present

**Name of Company** *City, State*

* Working in REVERSE CHRONOLOGICAL ORDER, this is where you will list your duties and responsibilities. Each of these 3-4 bullet points should begin with a verb or adverb. See the list of verbs for résumés on the Office of Career Education website. You should vary your use of verbs and try to make them interesting. For instance, “Worked with” could be “Collaborated with…” Try to think beyond what you did and focus on the impact you made. Whenever possible, make connections to the job you are applying for. Use present tense verbs for current jobs and past tense for past jobs (or past accomplishments/achievements in your current job). See the sample below for what someone working in sales might say:
* Consistently achieved and exceeded monthly sales targets by leveraging product knowledge and effective customer engagement techniques.
* Provided exceptional customer service by assisting clients with product selection, styling advice, and personalized recommendations, enhancing the overall shopping experience.

Job Title Start date (month/year) – Present

**Name of Company** *City, State*

* Bullet 1
* Bullet 2
* Bullet 3
* Bullet4

**ADDITIONAL INFORMATION**

**Affiliations:** This may be student organizations or professional associations related to your industry.

**Technology:** List some computer programs/technology that you know how to use that is relevant to the job you are applying for.

**Languages**: Proficient in Spanish (List any second languages you feel comfortable with using, if applicable to the job)

Notes: This résumé is meant to help you get started in developing a résumé that will work for you. Due to the annotation notes, this résumé is a little long. Most entry-level résumés are a single page of relevant work experience. Please take the time to review other sample résumés on our website at <https://www.marshall.edu/careereducation/resumes/> to see additional examples. Depending on your industry/career goals, you may want to add additional sections or change the order of the sections, depending on your unique situation. There are no rules to résumé writing, only guidelines. Before you send out this résumé, please carefully review it to ensure that there are no grammatical or spelling errors and that you have deleted the yellow annotated text.

**To delete the yellow text, select the yellow text and then select “Text Highlight Color” and then “No Color” in the Font Group on the ribbon at the top.** in the If you have questions or want to schedule an appointment with one of our certified Career Coaches, please schedule one on Handshake.