# Your Name in 18 Point, Bold

City, State ▪ 512-555-5555 ▪ email@email.com

## SUMMARY OF QUALIFICATIONS

* List 3 to 4 of your most relevant qualifications in statement form
* Dependable professional with proven ability to mentor and train 9 employees
* Over 2 years of experience providing intentional and customized customer service
* Proactive leader who can understand situations from different cultural perspectives

**EDUCATION**

**Exact Title of Degree, with an Emphasis in Area** May 2025

### *Texas State University, San Marcos, Texas*

* **Minor:**
* **GPA:** (If higher than 3.0)
* **Relevant Coursework:** Fundamentals of GIS, Field Methods, Water Resources

**HONORS**

Dean’s List Spring 2023, Fall 2024

Include any ScholarshipsYear Awarded

## EXPERIENCE

**Position Title in Bold** Month Year - Month Year (or Present)

*Name of Business or Organization, City, State*

* Offer additional knowledge, skills and abilities to supplement the information included in your cover letter or summary (if used)
* Focus on skills you learned and accomplishments, don’t just list job duties
* Start each bullet dot with a past-tense verb as shown below

**Sales Clerk**  June 2024 - Present

*Barefoot Campus Outfitter, San Marcos, TX*

* Communicated with diverse clientele, providing great customer service and problem-solving
* Created a social media calendar and increased social media reach by 211%
* Provided excellent customer service and remained calm and collected during rush hours and other high-pressure situations

**Conservation Intern**  September 2023 - May 2024

*Discovery Center, San Marcos, TX*

* Developed strong interpersonal skills through interacting with customers and coworkers
* Fulfilled requests for information (RFI’s) by researching and evaluating open-source data repositories and datasets, then created corresponding map layers

## Helped establish trees in city parks via monitoring, fencing, mulching, composting, and watering

* Engaged community in environmental conservation through social media, improved community engagement materials, and developed educational excursions

## ACTIVITIES

**Member,** Student Organization, City, State Month Year – Month Year (or Present)