YOUR NAME, DEGREE(S)

Home City, STATE (Address optional) | Email | Phone | LinkedIn URL

*[Adjectives that describe you] *Degree* new graduate with # years in *industry* eagerly seeking a position as [exact Job Title] at [Facility Name] to [state your objective-why are you applying] and [conclude by relating to company's Mission and Vision]; Bilingual in English and Language(s).*

SKILLS AND QUALIFICATIONS

- List skills from job description
- High level
- Soft Skills (i.e. detail oriented, etc.)
- Hard Skills (i.e. technical skills, etc.)
- Limit 6-8 bullets
- Avoid repeating skills listed in Work History

WORK HISTORY *(Only list the last 3 jobs in the last 5 years)*

Position/Job Title Month Year – Month Year

Name of Company/Organization – City, State

- Describe daily job duties outside of the obvious but within your scope (what duties did you perform that made you stand out)
- Description of duties that highlight your skills/qualifications (use keywords from new job description)
- Description of duties that highlight y our character/relationship with others or professionals
- Management/leadership/training roles and/or achievements

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EDUCATION *(Only list what is relevant to the new position)*

Master of Health Administration Expected Month Year

West Coast University Online – Orange County, CA

- Honors: Summa Cum Laude | GPA 4.0
- Academic Memberships/Recognition/Achievements

Bachelor of Science in Health Administration Month Year

West Coast University Online – Orange County, CA

- Honors: Summa Cum Laude | GPA 4.0
- Academic Memberships/Recognition/Achievements

PROFESSIONAL ASSOCIATIONS

Title – Organization | City, State Dates