YOUR NAME, DEGREE(S)

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

Opening paragraph options:

- Summary:

  Summarizes the resume in 3-5 sentences. You can include how many years of experience you have, your education, your skills, etc.

- Objective:

  State what you are applying for and what job/career you want and why you qualify.

- Profile:

  Combines an objective and summary. It also lists general skills in bullet points without having the skills in a different section.

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 ##/#### – ##/####

Name of Company/Organization – City, State

- Use key words to start off your job duties, such as skill words, result-oriented words, and recognition words. Don't keep it short and give as much detail as possible.
- Example: Established and maintained long-term, quality relationship with relatives of patient to effectively communicate every important aspect of the health care
- Remember to use past tense and present tense accordingly
- List everything in chronological order

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

Master of Health Administration Expected ##/####

West Coast University Online – Orange County, CA

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

Bachelor of Science in Health Administration ##/####

West Coast University Online – Orange County, CA

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

PROFESSIONAL AFFILIATIONS

Title – Organization | City, State ##/#### – ##/####