



OFFICE OF
CAREER SERVICES

FIRST NAME LAST NAME

City, ST | Phone Number | Email Address | LinkedIn URL

EDUCATION

The University of Tampa

Bachelor of Science/Art in Degree

Minor: (if applicable)

Tampa, FL

Month Year

Study Abroad University/Institution

Program of Study

City, Country

Month Year – Month Year

RELEVANT EXPERIENCE

Company/Organization

City, ST

Position Title

Month Year – Month Year

- Start with a strong action verb and follow the format “Action Verb + Task (#,\$,%) + How, Why, or Result
- Highlight your accomplishments, how you helped a company do better/added value, or core responsibilities and skills developed
- Tailor your bullet points (recommended 3-6) to the position you’re applying to (the job description)

Company/Organization

City, ST

Position Title

Month Year – Month Year

- Start with a strong action verb and follow the format “Action Verb + Task (#,\$,%) + How, Why, or Result
- Highlight your accomplishments, how you helped a company do better/added value, or core responsibilities and skills developed
- Tailor your bullet points (recommended 3-6) to the position you’re applying to (the job description)

LEADERSHIP EXPERIENCE

Company/Organization

City, ST

Position Title

Month Year – Month Year

- Start with a strong action verb and follow the format “Action Verb + Task (#,\$,%) + How, Why, or Result

CAMPUS & COMMUNITY INVOLVEMENT

- Organization, *Position Title/Member*
- Organization, *Volunteer*

Month Year – Month Year

Month Year – Month Year

SKILLS & CERTIFICATIONS

Computer: Skill, Skill, Skill

Certifications: Certification, Month Year

ADDITIONAL EXPERIENCE

Company/Organization

City, ST

Position Title

Month Year – Month Year

EXPLORE

EXPERIENCE

ACHIEVE