**YOUR NAME**

Phone|Email| Address

**PROFESSIONAL EXPERIENCE** *(\*note - should be in chronological order, with most recent at the top. We prefer that you include all past roles, and not just relevant past roles, as it helps us truly understand your professional background.*

|  |  |
| --- | --- |
| MOST RECENT EMPLOYER, CITY, STATE  **YOUR TITLE**   * Job Responsibilities/Accomplishments (include your notable accomplishments with data points when applicable (i.e. exceeded attendance goals for event while staying under budget of $10,000) * Job Responsibilities/Accomplishments * Job Responsibilities/Accomplishments | START DATE – PRESENT |
| EMPLOYER, CITY, STATE  **YOUR TITLE**   * Job Responsibilities/Accomplishments * Job Responsibilities/Accomplishments * Job Responsibilities/Accomplishments | START DATE – END DATE |
| EMPLOYER, CITY, STATE  **YOUR TITLE**   * Job Responsibilities/Accomplishments * Job Responsibilities/Accomplishments * Job Responsibilities/Accomplishments | START DATE – END DATE(hit tab to add more sections) |

**LEADERSHIP AND COMMUNITY INVOLVEMENT** *(\*note -This is where you include leadership in volunteer, college or community roles in chronological order. We encourage you to include all past experiences spent in k12 schools and underserved communities.)*

|  |  |
| --- | --- |
| MOST RECENT ORGANIZATION, CITY, STATE  **YOUR TITLE**   * Responsibilities/Accomplishments * Responsibilities/Accomplishments * Responsibilities/Accomplishments | START DATE – PRESENT |
| ORGANIZATION, CITY, STATE  **YOUR TITLE**   * Responsibilities/Accomplishments * Responsibilities/Accomplishments * Responsibilities/Accomplishments | START DATE – END DATE(hit tab to add more sections) |

**EDUCATION AND CERTIFICATIONS** *(\*Note - add “AND CERTIFICATIONS” if applicable. If a particular certification is required for the position you are applying to, we will look at your resume to ensure you meet that qualification. )*

|  |  |
| --- | --- |
| GRADUATE UNIVERSITY *(if applicable),* CITY, STATE  Degree Received  Honors (*ie scholarships or special academic awards*): | GRADUATION DATE |
| UNIVERSITY, CITY, STATE  Degree Received *(ie Bachelor of Science)* in YOUR MAJOR (*ie Economics*), Minor in (*if applicable*)  GPA:  Honors (*ie scholarships or special academic awards*): | GRADUATION DATE |
| PROFESSIONAL CERTIFICATIONS *(if applicable, example: Licensed Professional Counselor)*   * XXX |  |

**ADDITIONAL SKILLS AND PROFESSIONAL AFFILIATIONS (***add professional affiliations if applicable***)**

* *This is where you’d include additional languages spoken or expertise in a particular software (ie Adobe Photoshop)*
* *Professional Affiliations (if applicable, such as Teach For America, National Council for Teachers of Mathematics, etc.)*