

JANE/JOHN DOE

City, State

PHONE: _____, EMAIL: _____

Optional: URL to LinkedIn Profile, or Online Communications Portfolio, etc.

INSERT OBEJCTIVE STATEMENT HERE (OR LEAVE OFF, PERSONAL PREFERENCE)- Highly dynamic professional with ___ years of experience in career counseling and admissions. Looking for a full-time position with a Higher Education Institution where I can utilize my strong admissions background and make a difference to your organization. (example only)

PROFESSIONAL WORK EXPERIENCE

Employer Name - City, State

Start Month Start Year – End month End year

Job Title

- Insert Job duties (**REMEMBER IF STILL EMPLOYED, USE ACTION VERB WITH PRESENT TENSE I.E. CREATES, LEADS, FACILITATES AND if PAST JOB, USE ACTION VERB WITH PAST TENSE I.E. CREATED, LED, FACILITATED**)
- Expands outreach of school into new territory of Knoxville Tennessee
- Develops strategic partnerships in the Knoxville with local businesses such as Green Mountain Coffee, Blue Cross/Blue Shield, Scripps Networking and others.
- Locates employees looking to advance their knowledge and skills through education.
- Promotes the school's ability to help productivity with supplemental education utilizing the online extension of a SACS accredited school.

Employer Name - City, State

Start Month Start Year – End month End year

Job Title

- Performed 15-30 workshops throughout high schools in a recruiting territory in order to motivate students who were considering the career path which the school offered.
- Sat with prospective students to gauge interest and enroll within the school
- Enrolled on average 120 students per school year (company average 95 per territory)
- Oversaw campus and recruiting events, providing onsite event execution.

EDUCATION

Insert College/ University - City, State

Degree (i.e. B.S. in Computer Science), Minor / Concentration, GPA, Month Year Graduated

AWARDS/ PROFESSIONAL AFFILIATIONS/ VOLUNTEER WORK (feel free to customize section names)

- Software Developer of the Year, Finalist for IT Entrepreneurship Award, National Society for IT Members, etc., Susan G. Komen Breast Cancer Awareness Committee,
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COMPUTER/ TECHNICAL SKILLS

- Microsoft Office Suite (Word, Powerpoint, Excel, Access), Adobe Photoshop, etc., Hootsuite Social Media Scheduler, etc. Facebook, Twitter, LinkedIn, etc.