

FIRSTNAME LASTNAME

Morgantown, WV | (304) 293 – 5703 | firstnamelastname@gmail.com | LinkedIn Optional

EDUCATION

Bachelor of Science/Arts in LIST MAJOR HERE

West Virginia University | Morgantown, WV

Expected Graduation: May XXXX

GPA: #.# #

Awards: Honor Roll, Dean's List, President's list

Organizations: Student Org Name, Student Org Name

Certifications: List Certifications, CPR + First Aid, etc.

EXPERIENCE

Intern Role, Company or Organization | Morgantown, WV

Mar XXXX – Apr XXXX

- Focus on responsibilities and accomplishments relevant to the target role
- Use action-oriented, paraphrased statements guided by the job posting
- Structure: Action verb + what you did + how you did it (quantify when possible)
- List experiences in reverse chronological order (most recent first)

Role, Company or Organization | Morgantown, WV

Jan XXXX – Feb XXXX

- Focus on responsibilities and accomplishments relevant to the target role
- Use action-oriented, paraphrased statements guided by the job posting
- Structure: Action verb + what you did + how you did it (quantify when possible)
- List experiences in reverse chronological order (most recent first)

Role, Company or Organization | Morgantown, WV

Nov XXXX – Dec XXXX

- Focus on responsibilities and accomplishments relevant to the target role
- Use action-oriented, paraphrased statements guided by the job posting
- Structure: Action verb + what you did + how you did it (quantify when possible)
- List experiences in reverse chronological order (most recent first)

EXTRACURRICULARS

Role, Student Org or Sports Team, WVU | Morgantown, WV

Aug 2024 – Present

- Led and coordinated team operations, ensuring smooth execution of practices, games, and events.
- Managed scheduling of practices, tournaments, and team meetings while balancing strict deadlines.
- Maintained open communication between players, coaches, and executive board to foster teamwork and efficiency.
- Resolved team concerns, demonstrating strong problem-solving and leadership skills.
- Promoted a positive team culture, motivating athletes to achieve their personal and collective goals.

VOLUNTEER EXPERIENCE

Soup Bowls | Morgantown, WV

Organization | Morgantown, WV

Church or Organization | Morgantown, WV

May XXXX

Mar XXXX – Apr XXXX

Jan XXXX – Feb XXXX