

# Buck I. Guy II.

## CURRENT ADDRESS

1234 University Lane  
Columbus, Ohio 43210  
(614) 217-1920  
Glenn.1@osu.edu

## PERMANENT ADDRESS

1234 Your St.  
City, ST 12345  
(123) 456-7890

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## OBJECTIVE

To obtain (type of position; i.e. a full-time or internship position) where I can use my (skills to offer the company; i.e. organizational, leadership and interpersonal skills) in order to (desired result; i.e. gain experience in a [specific] area).

## EDUCATION

**B.A./B.S. Your Major** | *Ohio State University*  
Minor in Communication; GPA: 3.9

May, 2017 | Columbus, OH

## EXPERIENCE

**Your Position** | *Company Name*

Date mo/yr | City, ST

- Explain major responsibilities/duties within the company
- Begin your bullets with action words such as "Assisted, Demonstrated, Improved, etc."
- Make statements that are: factual, positive, brief, relevant, and result-oriented
- Use more bullets for an experience that is relevant, less bullets for non-related positions

**Elections Intern** | *Franklin County Board of Elections*

Date mo/yr | City, ST

- Meet with county officials to discuss the Get Out The Vote strategic plan for Franklin County
- Register 95 college students to vote for the 2012 Presidential Election
- Conduct presentations to high school seniors on the importance of civic engagement and voting

**Your Position** | *Company Name*

Date mo/yr | City, ST

- Explain major responsibilities/duties within the company
- Begin your bullets with action words such as "Assisted, Demonstrated, Improved, etc."
- Make statements that are: factual, positive, brief, relevant, and result-oriented

**Your Position** | *Company Name*

Date mo/yr | City, ST

- Explain major responsibilities/duties within the company
- Begin your bullets with action words such as "Assisted, Demonstrated, Improved, etc."

## HONORS

Dean's List; Leadership Scholarships; Academic Scholarships; Character Awards

## SKILLS

List can include, but is not limited to: Computer skills (specific programs too); Second language skills; First Aid/CPR certification; Organizational/Leadership skills; Communication skills

## ACTIVITIES

List can include, but is not limited to: All volunteer experience; Community ministries; Church ministries; Committee involvement; SGA/other organization involvement; Leadership positions held; Any other activities you were involved with