**FIRST AND LAST NAME**

Phone: (000) 000-000 | Email: username@ramapo.edu

**SUMMARY**

Develop an authentic and distinctive expression of one’s brand in three to five phrases. Identifies the opportunity (role, industry and/or position) sought and summarizes the skills and accomplishments detailed in the resume. (See Sample Summaries)

**EDUCATION**

**Ramapo College of New Jersey,** Mahwah, NJ, *Graduation Month Year (Ex. June 20XX)*

School Name (See list)

Bachelor of *Science or Arts* in Major – Concentration or Minor

*Honors and Awards: (*Ex: Scholarships)

**High School or Vocational School,** City, ST, *Graduation Month Year (Ex. June 2019)*

GPA: X.X / X.X

*Honors and Awards: (*Ex: Valedictorian, Salutatorian, National Honor Society, Scholar Athlete, National Merit Scholar)

**EXPERIENCE (Optional)**

**Most Recent Organization,** City, ST, *Month Year Start–Month Year End or “Present”*

Title

• See examples…

**Previous Organization,** City, ST, *Month Year Start – Month Year End*

Title

• See examples..

**EXTRACURRICULAR ACTIVITIES (Optional)**

**Sport, Ramapo College of New Jersey,** Mahwah, NJ *Month Year Start–Present*

Position

**Sport, High School Name,** City, ST, *Month Year Start–Month Year End*

Position or Captain

• Championships, awards (All-American, All-State, All-County), and records should be listed here. Details involvement which reflect leadership and teamwork, including fundraising activities.

**Organization Name,** City, ST, *Month Year Start – Month Year End or “Present”*

• Details involvement with organizations, activities and volunteer work which reflect the qualifications highlighted in the job description or mission of the employer. May include clubs, scouts, student government, or band/choir/drama.

**Resume must not exceed 1 page!**