

NAME

City, State | Phone Number | Otterbein Email | Link to LinkedIn Profile

CAREER SUMMARY

A brief 2-4 sentence overview that highlights your skills, experiences, and career goals. It should show employers who you are professionally and why you are a strong candidate for the position. Tailor this section to the specific job or internship you are applying to by emphasizing your qualifications and strengths relevant to this role.

EDUCATION

Otterbein University, Westerville, Ohio

Expected May 2030

Bachelor of: Major(s), Minor(s) | GPA:

Relevant Coursework: List any courses relevant to the job, internship, or graduate school you are applying to

WORK EXPERIENCE

Job Title | **Employer, City, State**

Apr. 2024 – Dec. 2026

- Describe all experiences including full-time and part-time jobs, internships, volunteer work, leadership
- When writing about your experience, use strong actions verbs to describe your skills and activities
- Always try to quantify your experience as much as possible (numbers, dollars, percentages)

Job Title | **Employer, City, State**

Month. Year – Month. Year

- Describe all experiences including full-time and part-time jobs, internships, volunteer work, leadership
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Job Title | **Employer, City, State**

Month. Year – Month. Year

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CAMPUS & COMMUNITY INVOLVEMENT

Position | **Name of Organization, City, State**

Month. Year – Month. Year

- Describe all experiences including participation in organizations, volunteer work, leadership roles
- When writing about your experience, use strong actions verbs to describe your skills and activities
- Always try to quantify your experience as much as possible (numbers, dollars, percentages)

Position | **Name of Organization, City, State**

Month. Year – Month. Year

- Describe all experiences including participation in organizations, volunteer work, leadership roles
- When writing about your experience, use strong actions verbs to describe your skills and activities
- Always try to quantify your experience as much as possible (numbers, dollars, percentages)