**Frankie First Year**

(513)-123-4567 | youremail@xavier.edu | linkedin.com/in/yourURLhere *(optional)*

**EDUCATION**

Xavier University Cincinnati, OH

**Bachelor of Arts Anticipated May 20XX**

**Major: Public Relations**

Walnut Hills High School Cincinnati, OH

**High School Diploma May 20XX**

**GPA: 3.XX/4.0**

**RELEVANT EXPERIENCE**

Private Family Cincinnati, OH

**Babysitter June 20XX- July 20XX**

* Using strong action verbs to start your bullet points, tell us what you did during your experience
* Focus on what is most relevant to the experiences you are applying for
* Remember to use numbers when possible to quantify your experience (e.g. how many children you babysat, their ages, etc.)

Walnut Hills High School Varsity Basketball Team Cincinnati, OH

**Team Captain Sept. 20XX - May 20XX**

* Using strong action verbs to start your bullet points, tell us what you did during your experience
* Focus on what is most relevant to the experiences you are applying for
* Remember to use numbers when possible to quantify your experience (e.g. how many hours a week you had practice, etc.)

ABCD Tutoring Academy Cincinnati, OH

**Math Tutor Sept. 20XX - May 20XX**

* Using strong action verbs to start your bullet points, tell us what you did during your experience
* Focus on what is most relevant to the experiences you are applying for
* Remember to use numbers when possible to quantify your experience (e.g. how many students you tutored, etc.)

**VOLUNTEER EXPERINCE**

Over The Rhine Soup Kitchen Cincinnati, OH

**Volunteer Monthly 20XX & 20XX**

* Focus on transferable skills in this section

Findlay Market Cincinnati, OH

**Volunteer Annually 20XX & 20XX**

* Focus on transferable skills in this section

**SKILLS**

* List technical skills here (e.g. bilingual, Python, Adobe Photoshop).
* Do NOT include transferable skills (e.g. leadership, time management, good communication).