First Name Last Name

Address (Street Address, City, State Zip Code)

Phone Number, Professional Email

SUMMARY

A brief paragraph highlighting hard and soft skills related to the position in which you are applying.

EXPERIENCE

Company Name City, State Start date – End date (or Present)

Job Title

* List accomplishments, duties, and job responsibilities
* Be sure to start each bullet with a strong action verb
* Be descriptive, concise, and quantifiable

Company Name City, State Start date – End date (or Present)

Job Title

Company Name City, State Start date – End date (or Present)

Job Title

ACTIVITIES

* Activities may include volunteer, community service, or internship experience
* Professional development, conferences, or presentations
* And leadership roles, clubs and organizations, or extracurricular activities

SKILLS OR INTERESTS

* Certifications/ Computer Skills: Can include Microsoft Office but should go beyond is applicable
* Language Skills: Identify if you are a native speaker, fluent or conversant
* Interest and Hobbies: Use unique interests only, try your best to come up with some

EDUCATION

Name of School, City, State

Title of Degree, Diploma, or Certification, Expected Graduation Date