

Your Name Here

Street Address (Optional)

City, State Zip

Telephone and email address

OBJECTIVE: A brief statement describing the job you want to secure

EDUCATION:

- Do not include high school, unless you are currently a high school student
- Provide name of institution, location and dates
- List programs you are in or your major course of study. Include relevant coursework and your projected graduation date

SKILLS:

- List relevant skills
- Consider skills that are job specific
- Avoid common soft skills (i.e. team player, reliable, committed)
- Include relevant hard skills (i.e. typing speed, Microsoft Office, supervisory experience)

EXPERIENCE:

Current Employer Name, City, State

Date: Year

Job Title

- Describe accomplishment in quantifiable language when possible
- Short phrases are best
- Avoid the use of personal pronouns

Previous Employer Name, City, State

Job Title

Date: Year

- Describe accomplishment in quantifiable language when possible
- Short phrases are best
- Avoid the use of personal pronouns

VOLUNTEER EXPERIENCE:

Organization, City, State

Date: Year

You may want to include volunteer experiences if they provided you experience that demonstrate a skill set needed for a particular job

AWARDS/ MEMBERSHIPS:

Award or Organization

Date: Year
