Your Name Here

Street Address • City, State & Zip Code • Telephone Number • Professional E-mail Address

Objective

This is where you state what your professional goal is.

Education

Choose One | Name of School where you earned your degree. | Date of Completion

Major: Type what the specific field of study your degree is in here.

Choose One | Name of School where you earned your degree. | Date of Completion

Major: Type what the specific field of study your degree is in here.

Skills & Abilities

This is where you describe, in very short detail, how you shine with the skill you've listed.
For example: Proficient in the Microsoft Office Suite software.

You delivered that big presentation to rave reviews. Don't be shy about it now! This is the place to show how well you work and play with others.

Are you president of your student organization, in a leadership role in student government, or a team lead for your favorite charity? You're a natural leader—tell it like it is!

Work Experience

Most Recent Job Title | Name of Company | Month, Year to Month, Year

This is the place for a brief summary or list of your key responsibilities and most stellar accomplishments while on the job.

2nd Most Recent Job Title | Name of Company | Month, Year to Month, Year

This is the place for a brief summary or list of your key responsibilities and most stellar accomplishments while on the job.

References

Reference Name	Job Title	Company Name	Phone Number
Reference Name	Job Title	Company Name	Phone Number
Reference Name	Job Title	Company Name	Phone Number