

[Your Name]

[Address: Street]

[Address: City, State, Zip]

[Home phone number]

[Cell phone number]

[e-mail address]

OBJECTIVE

Write your objective statement here. Use active language and be sure to outline how your goals will help the company.

EDUCATION:

[Most recent college]

[Years attended]

[Degree earned]

[GPA (if it's good)]

[Other college]

[Years attended]

[Degree earned]

[GPA (if it's good)]

EXPERIENCE

[Business name] [Years employed]

[Title of position]

List responsibilities

Put each on a separate line

Be concise but specific

[Next business] [Years employed]

[Title of position]

List responsibilities

Put each on a separate line

ACTIVITIES:

[Name of society]

[Years you were a member]

[List positions held (President, fundraising, etc.)]

- List duties if relevant to job you're applying for

SKILLS:

[Type of skill (i.e. computer, language, etc.)]

- List skills that fit into that category

[Next type of skill]

- List skills that fit into that category