

[Your Name]

[Address: Street] • [City, State, Zip] • [Home Phone] • [Cell Phone] • [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 good)]

[Next college] [Years attended]

[Degree earned]

[GPA (if 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 organization]

[Position held (i.e. President)]

List responsibilities

Put each on a separate line

SKILLS

[Skill category (i.e. computers, languages, etc.)]

List skills in that category

Put each on a separate line

[Next category]

List skills in that category

Put each on a separate line