

Firstname Lastname

Job Title | Target Occupation

City, State Zip code | (XXX) XXX-XXXX | email

SKILLS

Computer Skills	2-3 word phrases	Skill
Language Skills	9-12 skills recommended	Skill
Skills from the job	Skill	SKill

EDUCATION

Las Positas College, Livermore, CA

Degree, Expected Month XXXX (expected graduation date)

GPA: (include GPA if 3.0 or higher)

School, City, State

Degree, Month Year

GPA: (include GPA if 3.0 or higher)

EXPERIENCE

Job Title - Employer, City, State

Month XXXX - Present

- Accomplishment statement – start with an action verb
- Accomplishment statement – explain what you did well at the job

Job Title - Employer, City, State

Month XXXX - Present

- Accomplishment statement – start with an action verb
- Accomplishment statement – include skills and numbers when you can

ACTIVITIES

Role, Club/Team/Group - School or Volunteer Organization, City, State

Month Year - Month Year

- Optional: Accomplishment statement – start with an action verb, describe what you did well for this group
- Optional: Accomplishment statement – include skills and numbers when you can

Role, Club/Team/Group - School or Volunteer Organization, City, State

Month Year - Month Year

- Optional: Accomplishment statement – start with an action verb, describe what did you did well for this group
- Optional: Accomplishment statement – include skills and numbers when you can

AWARDS

Award Name, Organization that gave the award, Month Year