

Name
Street address
City, Maine zip code
Phone number • first.last@email.com

PROFESSIONAL PROFILE / SUMMARY

One or two sentences that describe how a company can benefit from the skills you have

- Key Skill & Experience
- Key Skill & Experience
- Key Skill & Experience
- Computer Skills/Programs
- Language Skills

PROFESSIONAL EXPERIENCE

Title Start Date – End Date
Company Name, City, Country
Include a brief description of company/organization

- Write your Responsibility Statement here – this is one or two sentences that describe your position
- List your Accomplishments Using **Action words** and **Results words**
- List your Accomplishments Using **Action words** and **Results words**
- List your Accomplishments Using **Action words** and **Results words**

Title Start Date – End Date
Company Name, City, Country
Include a brief description of company/organization

- Write your Responsibility Statement here – this is one or two sentences that describe your position
- List your Accomplishments Using **Action words** and **Results words**
- List your Accomplishments Using **Action words** and **Results words**
- List your Accomplishments Using **Action words** and **Results words**

Title Start Date – End Date
Company Name, City, Country
Include a brief description of company/organization

- Write your Responsibility Statement here – this is one or two sentences that describe your position
- List your Accomplishments Using **Action words** and **Results words**
- List your Accomplishments Using **Action words** and **Results words**
- List your Accomplishments Using **Action words** and **Results words**

VOLUNTEER EXPERIENCE

Job Title Start Date – End Date
Company Name, City, State

- List your primary duties in the position
- List your primary duties in the position

EDUCATION

Highest Degree (Bachelor or above) Year of Completion
University Name, City
Include the rank or competitiveness of the University

Next highest Degree (Bachelor) Year of Completion
University Name, City
Include the rank or competitiveness of the University

Reference