

Enter Your Full Name

email@website.com • 123 Street, City, ST Zip Code • (000) 000-0000

Objective statement: Put together a few sentences highlighting your past accomplishments and positive personality traits. Use this to grab the reader's attention!

Experience:

Most recent employer name

Date started - Date ended

Job Title (Pro tip: only include the highest position you've achieved at an employer.)

Description of duties (Pro tip: if you have limited work experience include any summer jobs you have had. Be more selective if you have extensive work experience.)

Description of duties (Pro tip: describe the most important/relevant tasks you performed as part of your job.)

Description of duties (Pro tip: if you've been promoted, describe which parts of your performance were strong and lead to your promotion.)

Second employer name

Date started - Date ended

Job Title

Description of duties

Description of duties

Description of duties

Skills:

Skill name: skill description (Pro tip: Use the job description for the vacancy that you are applying to to match your skills to the vacancies requirements.)

Skill name: skill description (Pro tip: Order skills that are most important to the job you're applying for at the top and group similar skills together.)

Skill name: skill description

Education:

Most recent school/university name

Date started - Date ended

Major and/or degree (Pro tip: specify the degree you received after your major)

GPA: X.XX (Pro tip: if your GPA is average or above average, include it to demonstrate your academic excellence, otherwise omit GPA.)

Activities and societies (Pro tip: Additional information: include relevant coursework, extracurriculars, research, senior thesis, etc.)

High school name

Date started - Date ended

GPA: X.XX

Activities and societies

List any extracurricular activities or awards that you have achieved