

[Your Name] |  
[Location] | [Telephone] | [Email]

## Objective

[A resume objective (also called a career objective) is a one- or two-sentence overview of your short-term professional goals and explanation of why you're seeking employment. Keep it to 2-3 sentences]

## Technical Skills

[List of technical skills you have. For example Microsoft Excel, Coding and Microsoft PowerPoint if any.]

## Experience

[Job Title] — [Company Name] [Dates from] — [to]

[This is the place for a brief summary of your key responsibilities and accomplishments.]

[Job Title] — [Company Name] [Dates from] — [to]

[This is the place for a brief summary of your key responsibilities and accomplishments.]

## Education

[School Name] — [Degree, Location] [Dates from] — [to]

[You might want to include a brief summary of relevant coursework, awards, and honors.]

## Other Skills

[is the place to show how well you work with others. Did you manage people? Did you work in a complex environment? Are you bilingual? If so, indicate your level of proficiency in the languages listed.]

## Awards & Recognition

[Are there any recognitions that you have received in the past? If not, delete this section.]