

YOUR NAME

Street Address, City State ZIP Code | Email | Telephone

OBJECTIVE | To get started right away, just click any placeholder text (such as this) and start typing to replace it with your own.

SKILLS & ABILITIES | Want to insert a picture from your files or add a shape, text box, or table? You got it! On the Insert tab of the ribbon, just click the option you need.

Find even more easy-to-use tools on the Insert tab, such as to add a hyperlink.

EXPERIENCE | **JOB TITLE** COMPANY NAME
DATES FROM – TO

This is the place for a brief summary of your key responsibilities and most stellar accomplishments.

- Assisted with...
- Contributed to...
- Operated manual and power tools to...
- Led worksite crew...
- Supervised worksite project...
- Planned project...
- Worked on a team to...
- Informed worksite team on...

EDUCATION | **SCHOOL NAME**, LOCATION
DEGREE

You might want to include your GPA here and a brief summary of relevant coursework, awards, and honors.

COMMUNICATION | You delivered that big presentation to rave reviews. Don't be shy about it now! This is the place to show how well you work and play with others.

LEADERSHIP | Are you president of your fraternity, head of the condo board, or a team lead for your favorite charity? You're a natural leader—tell it like it is!

REFERENCES | **REFERENCE NAME**, TITLE
COMPANY
Contact Information