

[Street Address]
[City, ST ZIP Code]
[Telephone]
[Website]
[Email]

SUMMARY Write a paragraph that shows how your job experience, education, and special skills match the job

SKILLS & ABILITIES List your technical skills, specialized systems, or specific abilities that you want the employer to know about

EXPERIENCE **[JOB TITLE, COMPANY NAME]**
[Dates From – To]
Give a brief description of your duties then 3 to 7 Bullet points with specific accomplishments

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[Dates From – To]
Give a brief description of your duties then 3 to 7 Bullet points with specific accomplishments

Copy and paste as many information boxes as needed

EDUCATION **[SCHOOL NAME—LOCATION—DEGREE]**
At a minimum, graduation date, degree earned and the GPA if it is applicable. If you have multiple degrees only list those that apply to your career. List all training and certification that are appropriate for the job you are applying for.

LEADERSHIP This is a great place to brag on your community service. i.e. Boy/Girl scout leadership, charity boards, and community service. Stay away from listing any items related to religious or political affiliations.

REFERENCES **[REFERENCE NAME]**
[Title, Company]
[Contact Information]

Delete this row unless references are specifically requires