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| Microsoft Office User  |  | | --- | |  | | Email | |  | | Telephone | |  | | LinkedIn URL | | Link to other online properties: Portfolio/Website/Blog | | Objective To get started, click placeholder text and start typing. Be brief: one or two sentences. | | Skills Explain what you’re especially good at. What sets you apart? Use your own language—not jargon. | |  | |  | | --- | | ExperienceJob Title/CompanyDates From – To Summarize your key responsibilities, leadership, and most stellar accomplishments. Don’t list everything; keep it relevant and include data that shows the impact you made. Job Title/CompanyDates From – To Think about the size of the team you led, the number of projects you balanced, or the number of articles you wrote. | | EducationDegree / Date EarnedSchool You might want to include your GPA and a summary of relevant coursework, awards, and honors. | | Volunteer Experience or Leadership Did you manage a team for your club, lead a project for your favorite charity, or edit your school newspaper? Go ahead and describe experiences that illustrate your leadership abilities. | |