

MICROSOFT OFFICE USER

SKILLS

Explain what you're especially good at. What sets you apart? Use your own language—not jargon.

OBJECTIVE

To get started, click placeholder text and start typing. Be brief: one or two sentences.

EXPERIENCE

Job Title | Company | Dates 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 | Company | Dates From – To

Think about the size of the team you led, the number of projects you balanced, or the number of articles you wrote.

EDUCATION

Degree | Date Earned | School

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

Degree | Date Earned | School

On the Home tab of the ribbon, check out Styles to apply the formatting you need with just a click.



Email



Telephone



LinkedIn URL



Twitter handle

Link to other online properties:
Portfolio/Website/Blog

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.