

[Name]

[Address] | [City, ST ZIP Code] | [Phone] | [Email]

Objective

[To replace tip text with your own, just select a line of text and start typing. For best results when selecting text to copy or replace, don't include space to the right of the characters in your selection.]

Education

[DEGREE], [DATE EARNED], [SCHOOL]

- [Major]
- [Minor]
- [Related coursework]

Experience

[JOB TITLE 1] | [COMPANY] | [DATES FROM] – [TO]

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

[JOB TITLE 2] | [COMPANY] | [DATES FROM] – [TO]

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

Skills & Abilities

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!]