1. **Personal Contact Information**
   1. Name
   2. Address (City)
   3. Phone Number
   4. Professional Email Address
2. **Introduction/Objective**
   1. Current position (Ex. Student)
   2. Major
   3. Main Strength(s)/Skill(s)
   4. What you’re seeking
3. **Educational Background**
   1. Current School
   2. Past relevant classes
   3. Major (Don’t have to fill this in. Just for your information)
   4. Degree obtained (Don’t have to fill this in. Just for your information)
4. **Work History** (Current and Past)
   1. Job positions
      1. Brief bullet points of tasks
   2. Internships
      1. Brief bullet points of tasks
   3. Volunteer Experiences
      1. Brief bullet points of tasks
5. **Skills/Achievements**
   1. Skills
      1. Skill 1
      2. Skill 2
      3. …
   2. Achievements
      1. Achievement 1
      2. Achievement 2
      3. ...