

# 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.