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|  | Your Name  Street Address, City State ZIP Code  |  Email  |  Telephone |
| Objective | To get started right away, just click any placeholder text (such as this) and start typing to replace it with your own. |
| Skills & Abilities | Want to insert a picture from your files or add a shape, text box, or table? You got it! On the Insert tab of the ribbon, just click the option you need.  Find even more easy-to-use tools on the Insert tab, such as to add a hyperlink. |
| Experience | **Job Title** Company NameDates From – To This is the place for a brief summary of your key responsibilities and most stellar accomplishments. **Job Title** Company NameDates From – To This is the place for a brief summary of your key responsibilities and most stellar accomplishments. |
| Education | **School Name**, LocationDegree You might want to include your GPA here and a brief summary of relevant coursework, awards, and honors. |
| 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! |
| References | **Reference Name**, TitleCompany Contact Information |