

Your address
Your city, country
Your phone number
Your email address

YOUR NAME

OBJECTIVE

Your experience summary, a short overview of your skills and qualification. This is important to have the intention to catch the employer's attention in this section. Add any notable work experiences that match what the potential job needs. Keep this section to two to three sentences.

SKILLS

Highlight your strengths and skills that match with the job that you are applying.

VOLUNTEER EXPERIENCE

NAME OF ASSOCIATION, location — ROLE

MM YYYY - PRESENT

- Your skills and tasks that relate to the job that you're applying to.
- Focus on major responsibilities and work achievements rather than daily tasks.
- Summarize your experience with three to five bullet points for each job listing.

NAME OF ASSOCIATION, location — ROLE

MM YYYY - MM YYYY

- Focus on your key achievements from your experience, not just listing duties.
- Try to emphasize your achievements with action words (example: "Managed team of 12 employees" instead of "Was responsible for a team of 12 employees").
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EDUCATION

School Name, School Location — Degree obtained

School Year, Field of Study

School Name, School Location — Degree obtained

School Year, Field of Study

CERTIFICATION / LICENSES / AWARDS

Professional certificate of licenses that you obtained.