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| |  | | --- | | SkillsExplain what you’re especially good at. What sets you apart? Use your own language—not jargon. | | ExperienceJob 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. EducationDegree | 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. | | |  | | --- | | ObjectiveGet a pair and a banjo to win. Like: | | |  |  | | --- | --- | |  |  | |  | Telephone | |  |  | |  | Twitter handle |   Link to other online properties: Portfolio/Website/Blog | | Volunteer Experience or LeadershipDid 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. | |