{firstName} {lastName}

{#address1}123 Four Street • City 10110 • 123.456.7890 {/address1}

[you@email.com](mailto:you@email.com) • www.website.com

×

PROFILEThis is where you can talk a bit about yourself and your career goals. Try to keep it succinct. You can also remove this section if desired and get right to your education. Make sure section headings remain in 12pt bold, while body text is a size smaller.

EDUCATION **Bachelor of Arts** Major, Minor (2009)

Your University

Any information about your time there, including thesis and GPA.

SKILLSLanguage fluency Software proficiencies Technical skills

Certifications Other abilities Etcetera

EXPERIENCE **Workplace 1**, Your Title Jan 12 – Sep 14

You can use paragraphs or bullets to list the descriptions of your duties. Experiment as necessary until you think it looks balanced and orderly.

**Workplace 2**, Your Title Jan 12 – Sep 14

I’ve include 2 pts of space after each workplace title. You can add or remove this space as necessary to make your information fit.

**Workplace 3**, Your Title Jan 12 – Sep 14

Feel free to adjust the format of the date. You might opt for a numerical format, like (3.09 – 6.11), or spell out the entire month’s name. Also, play with the alignment of the date until you feel like the resume looks balanced.

**Workplace 1**, Your Title Jan 12 – Sep 14

Once you’ve filled up your experience, you’re finished! Good luck! And please contact me if you end up getting the job. I’d love to hear if the resume helped you in any way.