

A large red circle containing the letters 'YN' in a bold, sans-serif font.

# MICROSOFT OFFICE USER

PROFESSION OR INDUSTRY | LINK TO OTHER ONLINE PROPERTIES:  
PORTFOLIO/WEBSITE/BLOG

## OBJECTIVE

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To get started, click placeholder text and start typing. Be brief: one or two sentences.

## SKILLS

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Explain what you're especially good at. What sets you apart? Use your own language—not jargon.

## EXPERIENCE

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### 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

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### 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.

## VOLUNTEER EXPERIENCE OR LEADERSHIP

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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.



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