**J YOUR NAME**

**PROFESION OR INDUSTRY|LINK TO OTHER ONLINE**

**PORTFOLIO/WE**

**PROF**

YN

**MOO**

**OBJECTIVE EXPERIENCE**

**To get started, click placeholder JOB TITLE • COMPANY • DATES FROM – TO**

**text and start typing. Be brief: Summarize your key responsibilities, leadership, and most stellar**

**one or two sentences. accomplishments. Don’t list everything; keep it relevant and include**

**data that shows the impact you made.**

**SKILLS 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.**

**Explain what you’re especially**

**good at. What sets you apart?**

**Use your own language—not EDUCATION**

**jargon**.

**DEGREE • DATE EARNED • SCHOOL**

You might want to include your GPA and a summary of relevant

Course work, awards, and honors.

**DEGREE • DATE EARNED • SCHOOL**

On the Home tab of the ribbon, check out Styles apply the formatting

you need with just a click.

**VOLUNTEER EXPERIENCE OR LEADERSHIP**

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.