
FirstName LastName

[Type your address]

[Type the phone number]

[Type the fax number]

[Type your website]

Objective

[Type your objectives], what is the purpose of this resume?

Skills

- [Type list of skills], anything that you are good at!

Education

[Type the school name]

[Type the completion date]

- [Type list of accomplishments], any awards you have received? Any remarks from teachers? Scores, marks, exam results

Experience

[Type the job title]

[Type the start date]– [Type the end date]

[Type the job responsibility], what kind of job (paid or unpaid) have you done in the past that you have learned from?