

[Street Address]  
[City, ST ZIP Code]  
[Telephone]  
[Website]  
[Email]

## RESUME SAMPLE

### OBJECTIVE

Check out the few quick tips below to help you get started. To replace any tip text with your own, just click it and start typing.

### SKILLS & ABILITIES

On the Design tab of the ribbon, check out the Themes, Colors, and Fonts galleries to get a custom look with just a click.

Need another experience, education, or reference entry? You got it. Just click in the sample entries below and then click the plus sign that appears.

Looking for a matching cover letter? All you had to do was ask! On the Insert tab, select Cover Page.

### EXPERIENCE

**[JOB TITLE, COMPANY NAME]**

[Dates From – To]

This is the place for a brief summary of your key responsibilities and most stellar accomplishments.

**[JOB TITLE, COMPANY NAME]**

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### EDUCATION

**[SCHOOL NAME—LOCATION—DEGREE]**

You might want to include your GPA here and a brief summary of relevant coursework, awards, and honors.

### COMMUNICATION

You delivered that big presentation to rave reviews. Don't be shy about it now! This is the place to show how well you work and play with others.

### LEADERSHIP

Are you president of your fraternity, head of the condo board, or a team lead for your favorite charity? You're a natural leader—tell it like it is!

### REFERENCES

**[REFERENCE NAME]**

[Title, Company]

[Contact Information]