[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] [Dates From – To]  This is the place for a brief summary of your key responsibilities and most stellar accomplishments. |
| 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] |