

Your Name

Street Address
City, State Zip Code
Phone Number
Email address

Objective

Describe your career goal

Education

High School Name – School City, State
Dates of attendance

Work Experience

Company Name, Dates of Employment

- Job Title, description, responsibilities

Company Name, Dates of Employment

- Job Title, description, responsibilities

Achievements

- List academic and other achievements

Activities

- List volunteer experience, sports, clubs, etc. as well as dates of involvement
- List volunteer experience, sports, clubs, etc. as well as dates of involvement

Skills

- List computer, language or other personal skills here
- List computer, language or other personal skills here

References

At least three professional individuals not related to you