

YOUR NAME
STREET ADDRESS
CITY, STATE, AND ZIP CODE
(XXX) XXX-XXXX
PROFESSIONAL EMAIL ADDRESS

OBJECTIVE (*Tell an employer what you want to do for them. Be focused without being too specific. Note: this is optional.*)

SUMMARY OF QUALIFICATIONS (*Top 4-6 things you offer employer based upon the needs of the industry/organization. What makes you different? Note: this is optional*)

- Number of years experience in the field or line of work.
- Relevant credentials or training or education.
- An accomplishment that directly relates to the job objective
- An accomplishment that directly relates to the job objective
- A quality/characteristic that directly relates to the job objective
- Association/Volunteer Work/Award that directly relates to the job objective.
- Language (read, write, speak, fluent, bilingual).

EDUCATION & HONORS

Degree **Graduation Date (Month and Year only)**
Major: xxx **Minor: xxx** **GPA: x.x (if 3.0 or better)**
School **City, State**

EXPERIENCE & ACCOMPLISHMENTS

(Top 3-4 skills relevant to the above stated job objective in priority order. Follow with top 3-4 accomplishment/results statements that demonstrates skill, also in priority order.)

Job Title	Month/Yr-present
Employer	City, State

- Accomplishment/result from this job, that directly relates to the job objective (What Do They Want?).
- Accomplishment/result from this job, that directly relates to the job objective (What Do They Want?).
- Accomplishment/result from this job, that directly relates to the job objective (What Do They Want?).

Job Title	Month/Yr-Month/Yr
Employer	City, State

- Accomplishment/result from this job, that directly relates to the job objective (What Do They Want?).

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Job Title
Employer

Month/Yr-Month/Yr
City, State

- Accomplishment/result from this job, that directly relates to the job objective (What Do They Want?).
- Accomplishment/result from this job, that directly relates to the job objective (What Do They Want?).

PROFESSIONAL/STUDENT ORGANIZATIONS & AFFILIATIONS

Position Organization
Position Organization

Month/Yr-Month/Yr
Month/Yr-Month/Yr