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| Your Name |

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| **Phone**  Street Address, City, ST Zip Code | Email |

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| Objective | Tell us about yourself, and your goals for your career. This is where you sell yourself to the employer!! Tell us why you would be a good fit for the position. |
| Skills & Abilities | Display your Skills applicable to the position or field you are looking to enter in this section. For example, if you were interested in an Clerical Position, some skills that might be useful would be typing, organization, communication, ability to use Word, Excel, etc. |
| Experience | Employment #1 Dates From – To Job Title #1, Company Name #1   * This is the place for a brief summary of your key responsibilities and accomplishments with this company. * Key Responsibilities or Accomplishments #2  Employment #2 Dates From – To Job Title #2, Company Name #2   * This is the place for a brief summary of your key responsibilities and accomplishments with this company. * Key Responsibilities or Accomplishments #2 |
| Education | School Name – Location – Degree Date of graduation  You might want to include your GPA here and a brief summary of relevant coursework, awards, and honors. |
| Communication | This is the best place to showcase how you can communicate with others, work with others etc. For example, if you worked on a team or were a team leader this is the place to brag! |
| Leadership | This is where you can showcase your leadership skills. Whether you were in charge of a team, a committee, a coach, or even a manager. Show off your skills. |
| References | Reference Name Title, Company  Contact Information |