[Email]  
[Phone Number]

|  |  |  |  |
| --- | --- | --- | --- |
| **[Your Name]** | | | |
| ACCOMPLISHMENTS |  | Focus less on your job duties and more on what you accomplished. Start your statements with impactful language, such as action verbs. |
| SKILLS & ABILITIES |  | There are two basic types of skill sets, hard or soft skills. These are tasks that you naturally do well, talents and strengths that you bring to the table as a student and/or employee. |
| PROFESSIONAL EXPERIENCE |  | **[JOB TITLE, COMPANY NAME]**  [Part-time or Full-time]  Dates From – To (most recent)  This is the place for a brief summary of your key responsibilities and most stellar accomplishments.  **[JOB TITLE, COMPANY NAME]**  [Part-time or Full-time]  Dates From – To  This is the place for a brief summary of your key responsibilities and most stellar accomplishments.  **[JOB TITLE, COMPANY NAME]**  [Part-time or Full-time]  Dates From – To  This is the place for a brief summary of your key responsibilities and most stellar accomplishments.  **[JOB TITLE, COMPANY NAME]**  [Part-time or Full-time]  Dates From – To  This is the place for a brief summary of your key responsibilities and most stellar accomplishments. |
| EDUCATION |  | **DEGREE EARNED (BACHELOR’S AND HIGHER)**  University/College attended  Start date – End date  You might want to include your GPA here and a summary of relevant coursework, awards, and honors. |