[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 attendedStart date – End dateYou might want to include your GPA here and a summary of relevant coursework, awards, and honors.  |