FIRSTNAME **LASTNAME**

(555) 555-5555 | emailyoucheck@mail.com | City, ST

OBJECTIVE

3 to 5 sentence elevator pitch. Sentence 1: Who you are. Sentence 2: What you have done. Sentence 3: What you will bring to company.

EDUCATION

Diploma or Degree **Month YEAR**
Name of School – City, ST (if not in school name)

- specialized program or emphasis

ACTIVITIES

- **Position in group,** Formal Group Name YEAR-YEAR
- **Position in group,** Formal Group Name YEAR-YEAR

AWARDS

- **Award Name,** Formal name of group who awarded YEAR(S)

EXPERIENCE

Job Title **(from - to) Month YEAR – Month YEAR**
Business Name – City, ST

- 3-5 bullets; result by action; no end punctuation
- Result by action (made $XX for company by action)
- Result by action (saved company $XX by action)
- Result by action (produced XX items by action)
- Result by action (saved company XX amount of time by action)

SKILLS (technical and soft in alpha order)

- Pick out skills
- And keywords
- And key phrases
- From past job descriptions
- And from the
- Advertisements and descriptions
- Of the jobs
- You are seeking
- Skill
- Skill
- Skill
- Skill
- Skill
- Skill
- Skill
- Skill
- Skill