

Name _____

City, State _____ | Phone _____ | Email _____

Objective/ Professional Summary

Education

School _____

(Expected) Graduation Date _____

Academic Achievements _____ (honors/awards)

GPA _____

Experience

Company Name _____

Date Range _____

Location (City, State) _____

Job Title _____

Job Description _____

Key Qualifications (Specific quantifiable achievements. Ex: Earned Employee of the Month title three months in a row)

- Highlight One _____
- Highlight Two _____

Skills

Skill _____

Skill _____

Skill _____

Skill _____

Skill _____

Skill _____

REFERENCES AVAILABLE ON REQUEST