



RESUME TEMPLATE

First Name Last Name

Address · Phone · Email

EXPERIENCE

Job Title, Company

Dates from - to

Describe your responsibilities and achievements, including effects and results. Share examples, but keep it short.

Job Title, Company

Dates from - to

Describe your responsibilities and achievements, including effects and results. Share examples, but keep it short.

Job Title, Company

Dates from - to

Describe your responsibilities and achievements, including effects and results. Share examples, but keep it short.

EDUCATION (at trade school, college, university level, or higher)

Degree Title, School

Month, year (graduation date)

Share your GPA if it's 3.0 or higher. List any awards and honors. Name classes that are relevant to the job you're applying for.

SKILLS

- List one of your strengths that is relevant to the job you're applying for.
- Another strength
- Another strength
- Another strength

ACTIVITIES

Use this section to highlight your relevant passions, activities, and how you like to give back. It's good to include leadership and volunteer experience here. Or, show off important extras like publications, certifications, languages, and more.