

[Your Name]

[Address] | [City, ST ZIP Code] | [Phone] | [Email]

Personal Summary

[(Personal summary with future objectives). **For best results when selecting text to copy or replace, do not include space to the right of the characters in your selection.]

Education

- [School Name], [City], [State]
- [You might want to include your GPA here and a brief summary of relevant coursework, awards, and honors.]

Work Experience

[Dates From] – [To]

[Job Title] | [Job Position] | [Company Name]

Personal Skills/Certifications

[This is the place for a brief summary of your key responsibilities and most stellar accomplishments. You delivered that big assignment to rave reviews. Don't be shy about it now! This is the place to show how well you work and play with others.]

Extracurricular Clubs

[Are you president of your club or group? Captain of your Sports team? You're a natural leader—tell it like it is!]

Service (Community/Volunteer)

[Do you volunteer to better the Community? Help with Special Olympics? Tell us about your selfless contributions to this World!]