YOUR NAME

***If any part of this resume does not apply you must delete the text identified! Including this box!***

Address

City, State Zip Code

(000) 555-2468

email

# EDUCATION

Projected date of graduation: June 20xx

School name, address

# EMPLOYMENT

20xx-20xx Position, Name of Company

In the same manner as above, describe your first job responsibilities. Be concise; remove all unnecessary words and phrases. Include the specific results of your actions or decisions to demonstrate your contribution.

20xx-20xx Position, Name of Company

In the same manner as above, describe your next (or current) job.

# VOLUNTEER EXPERIENCE

20xx-20xx Position, Name of Company

In the same manner as above, describe your next (or current) job.

20xx-20xx Position, Name of Company

In the same manner as above, describe your current or most recent job.

# ACTIVITIES & AWARDS

20xx-20xx Club or Activity

20xx-20xx Club or Activity

20xx-20xx Club or Activity

20xx Honor or Award

20xx Honor or Award

20xx Honor or Award

# SKILLS & ABILITIES

Skill 1

Skill 2

Skill 3

Ability 1

Ability 2

Ability 3

YOUR NAME

Address

City, State Zip Code

(000) 555-2468

email

# REFERENCES

Mr. or Ms. Name #1

Company, Title

Address

City, State Zip

Phone number

Email Address

Mr. or Ms. Name #2

Company, Title

Address

City, State Zip

Phone number

Email Address

Mr. or Ms. Name #3

Company, Title

Address

City, State Zip

Phone number

Email Address

Mr. or Ms. Name #4

Company, Title

Address

City, State Zip

Phone number

Email Address

Mr. or Ms. Name #5

Company, Title

Address

City, State Zip

Phone number

Email Address