**Name**

Address | Address | Phone | email

*Objective (or, with significant experience, Summary)*

1-2 brief sentences. (For example, “Seeking an entry-level position as a financial or budget analyst.”)

*Experience*

**Company name** (city, state)  **Date to Present**

**Title**

Short statement of role, responsibilities, and company services (if not obvious).

* Accomplishments…(Bullet points if you wish; end with a “.”).
* Use action verbs (achieved, resolved, negotiated, implemented, etc.).
* Address skills via specific actions, decisions, or accomplishments.
* Quantify results and impacts where possible.

**Company name** (city, state) **Date Range**

**(Repeat above format)**

*Education*

**College(s) (List each degree separately)**

Degree, [expected] graduation date (Ex: Associate in Science, Chemistry, Expected May 2020.)

* Activities, other accomplishments (such as high GPA, scholarships, nursing clinicals).
* (Only list high school if a very recent high school graduate *and* possessnotable accomplishments.)
* (You may want to list Education before Experience, depending on your situation.)

*Certifications, Licenses & Memberships (etc., optional / if applicable)*

* List
* List

*Skills (Optional / if applicable; could combine with Certifications to save space.)*

* Specific, such as software systems, computer languages, or foreign languages.
* Demonstrated with evidence / examples where feasible.
* Do not use fluff. (Ex. NO: easy to work with, conscientious, or team player. Show these above.)

*Volunteer Experience (Optional)*