

Name

Street Address, City, State Zip • Phone Number • Email

Objective: Insert here

SUMMARY

- Short, concise points
- Highlight your background
- Highlight your experience
- 4-5 bullet points are sufficient
-

WORK EXPERIENCE

Job Title, where you worked, Dates

- Highlight specific experience you've had
- Identify any unique skills you gained at this job

Insert another job here, location, dates

- Follow format above on all jobs
-
-

Insert another job here, location, dates

- Follow format above
-
-

VOLUNTEER EXPERIENCE

Location, Date(s)

- Highlight the work you did as a volunteer
- State a unique contribution you added to the agency

EDUCATION

Name of High School, Graduation Date

- Identify any highlights of your high school academic experience (courses, GPA, honors or awards)
-