First Name Last Name

Address

Work Email Address

## Objective

Brief summary of self and outline of employment goal(s).

## Education

List completed and/or ongoing educational progress: High School / College / Trade School

School Name → Location → Completion Date

Degree/Certification attained

## Work Experience

1-3 previous jobs listed in order of most recent experience.

Formatting example below:

Start Date – Finish Date → Job Title → Company Name

• Duty/Responsibility 1

• Duty/Responsibility 2

## Volunteer Experience

Up to 3 volunteer positions listed with description of duties/responsibilities.

Same format as work experience:

Start Date – Finish Date → Volunteer Title → Organization Name

• Duty/Responsibility 1

• Duty/Responsibility 2

## Additional Skills and Certifications

Short bullet list (1-6 items) of relevant skills: