

[First Name Last Name]

[Street address]

[City, State, Zip Code]

[Phone Number]

[Current email Address]

Objective

[Seeking XYZ position at ABC department]

Education

University of somewhere

Expected never 20XX

Experience [remember reverse chronological order so list most recent job first]

[Company Name, City, State abbreviation]

[Dates]

[Job Title]

- Use strong action verbs to create phrases describing your skills and accomplishments
- (stuff you did)

[Company name, City, State abbreviation]

[Job Title]

- (other stuff you did)

Campus Involvement [only use this if it applies to you]

[Organization Name]

[Dates]

[Title *if applicable*]

- (more stuff you did)

Community Involvement [only use this if it applies to you]

[Organization Name]

[Dates]

[Title *if applicable*]

- (even more stuff you did)

Skills [only use this if it applies to you]

Computer: [(example) Microsoft Office word, web design, Photoshop, etc.]

Language :[(example) Bilingual in English and in Spanish, Conversational French]