

# **YOUR NAME**

PROFESSION OR INDUSTRY | LINK TO OTHER ONLINE PROPERTIES: PORTFOLIO/WEBSITE/BLOG

## **OBJECTIVE**

To get started, click placeholder text and start typing. Be brief: one or two sentences.

Double-click the table cells in the footer to add your contact info (or delete the columns you don't want).

# **SKILLS**

Explain what you're especially good at. What sets you apart? Use your own language—not jargon.

## **EXPERIENCE**

#### JOB TITLE • COMPANY • DATES FROM - TO

Summarize your key responsibilities, leadership, and most stellar accomplishments. Don't list everything; keep it relevant and include data that shows the impact you made.

# **JOB TITLE • COMPANY • DATES FROM - TO**

Think about the size of the team you led, the number of projects you balanced, or the number of articles you wrote.

# **EDUCATION**

#### **DEGREE • DATE EARNED • SCHOOL**

You might want to include your GPA and a summary of relevant coursework, awards, and honors.

### **DEGREE • DATE EARNED • SCHOOL**

On the Home tab of the ribbon, check out Styles to apply the formatting you need with just a click.

# **VOLUNTEER EXPERIENCE OR LEADERSHIP**

Did you manage a team for your club, lead a project for your favorite charity, or edit your school newspaper? Go ahead and describe experiences that illustrate your leadership abilities.



**EMAIL** 





