First and Last Names

123 YOUR STREET

YOUR CITY, ST 12345

**(123) 456-7890**

**PROFESSIONAL@EXAMPLE.COM**

# Skills

Relevant skills that you have for this job. You can include social skills and any technical training you have. E.g. “strong interpersonal skills” or “Fast learner" or “Proficient at Excel”.

# Experience

## MONTH 20XX - PRESENT

### Company Name, Location *- Job Title*

* List your job responsibilities. Do not use personal pronouns like ‘I’ or ‘me’.
* You should also use formal language. Avoid contractions and informal words.

## MONTH 20XX - MONTH 20XX

### Company Name, Location *- Job Title*

* Avoid repeating the same responsibilities in different jobs. Try to demonstrate the range of skills and experiences you have.
* Remember – your resume should be one page unless you are a very experienced professional in your career. If you do not have work experience, list volunteering or opportunities where you demonstrated the same skills you would need for the job.

## MONTH 20XX - MONTH 20XX

### Company Name, Location *- Job Title*

* If it is a past job, use the past tense. If it is a current job, use the present.
* Read the job requirements in the job posting. Try to include some of the skills and experience you know they are looking for, if you can (do not lie on a resume).

# Education

## MONTH 20XX - MONTH 20XX

### College Name, Location *- Degree*

# Awards

List any relevant awards you have received.