

**Your Name**

Your Street Address  
City, State, Zip Code  
Phone Number and/or Cell Number  
Email  
LinkedIn URL

**Summary**

Identify the employer **Job Title** and a tagline that shows you are a great fit for the position. From there sum up the top 3 skills and qualifications you offer to the position you are seeking. This may include your recent or pending graduation and two other top assets that match the employer job requirements.

**Skills and Qualifications**

- 4th top skill or qualification that matches the employer job requirements
- 5th top skill or qualification that matches the employer job requirements
- 6th top skill or qualification that matches the employer job requirements

**Education**

School or College Year of Graduation  
Type of Degree City, State

**Key Accomplishments**

- Top key accomplishment related to the job you are interested (preferably with numbers to quantify results of your efforts)

**Internship/Externship/Practicum/Volunteer History**

Name of Company (non-paid) Month/Year to Month/Year  
Title of Position City, State

- Include duties that are relevant to the position being applied for

**Work History**

Name of Company Month/Year to Month/Year  
Title of Position City, State

- Include duties and key words relevant to the position being applied for (this may include additional accomplishment statements with numbers to quantify results)

**Military Experience** (If applicable)

Branch of Service Honorable Discharge Veterans Preference