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|  | Your Name Surname  Job Title |  |

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| Contact [Address]  [City, ST ZIP Code]  [Phone]  [Email] | Key Skills [list the key skills you have that specifically required for the job you are applying for] |
| Summary Statement [Brief statement about who you are, highlight accomplishments, relevant skills, experience, expertise and other credentials that demonstrate your value. Think of it as an elevator pitch to kick off your resume.] | Experience [Dates From] – [To]  [Job Title] • [Job Position] • [Company Name]  [Dates From] – [To]  [Job Title] • [Job Position] • [Company Name]    [Dates From] – [To]  [Job Title] • [Job Position] • [Company Name]    [This is the place for a brief summary of your key responsibilities and most stellar accomplishments.] |
| Education [School Name],  [City], [State]  [You might want to include your GPA here and a brief summary of relevant coursework, awards, and honors.] | Communication [You delivered that big presentation to rave reviews. Don’t be shy about it now!  This is the place to show how well you work and play with others.] |
|  | Leadership [Are you president of your fraternity, head of the condo board, or a team lead for your favorite charity?  You’re a natural leader—tell it like it is!] |
|  | References [Available upon request.] |