**YOUR NAME**

(pronouns)

Address | Phone | Email

**Skills Summary**

This is your elevator pitch. This is a quick paragraph that serves as a highlight reel of your experience or skills that make you a valuable asset to the team. Cater this section to the specific job to which you are applying. If you have skills and experience that match the job description, showcase that here. Be clear and professional but show off your great skills here.

**Education**

**School,** City, State

***Degree, Date Received***

Here, you can provide a quick summary of any honors or awards you received, relevant courses you took, or clubs in which you were active, particularly if it applies to the job you are seeking.

**Experience**

**Company Name**, City, State

***Job Title****, (pronouns, if different from above or below) Start Date – Present*

Here you’ll provide an overview of your day-to-day tasks in this role. Be sure to mention important responsibilities or impressive accomplishments. Include the key day-to-day tasks but definitely include anything where you went above and beyond. If you have accomplishments to highlight while in this role, include those here as well.

**Company Name**, City, State

***Job Title****, (pronouns, if different from above) Start Date – End Date*

As above, you’ll want to provide an impressive summary of what you did in this role. Be sure to make any key responsibilities or accomplishments standout. You can also mention any experience as it relates to the job you’re currently seeking.

**Accomplishments and Interests**

Any outside experience you’ve had that doesn’t fit in an above category can be mentioned here. Clubs, memberships, additional training or courses you’ve taken – anything that relates to the job you want should definitely get a shout out here. Same goes for any awards or accolades you’ve had that aren’t listed – you can put those here. If there is anything that continues to tell the story of your experience, expertise, leadership qualities, or character that would be good to know, put it here.