YOUR NAME

(pronouns)

Address | Phone | Email

EXPERIENCE

|  |  |
| --- | --- |
| Company Name, City, State  | Start Date - Present |

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

*Job Title (pronouns, if different from above)*
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 should also mention any experience as it relates to the job you’re currently seeking.

EDUCATION

|  |  |
| --- | --- |
| School, Location | DEGREE, *HONORS,* DATE |

Here you can include any important coursework, clubs, or other additional activities or awards that help make you a standout for the job to which you are applying.

ADDITIONAL SKILLS

Any outside classes or training that relate to your employment aspirations, put them here. Any additional clubs, memberships, awards, or accolades can be mentioned here as well. Use this section as a final highlight reel of anything outside of formal education or employment history that make you a standout for the job.