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| Your Name | horizontal line Name City, state  Your Phone Number youremail@email.com  Use this space for a “personal statement” that describes yourself, your qualifications and why you are trying to work at a particular job or in a particular field in about two sentences. |
| Education | horizontal line School Name / Graduation / Expected Graduation dateSTART MONTH YEAR- FINAL MONTH YEAR, City, State  * Relevant or honors coursework, extracurriculars, or awards |
| SkillsExperience | horizontal line   * List relevant technical and non-technical skills here * Second or third languages that you speak and levels of proficiency should also be listed * Interpersonal and social media skills are also great to highlight here   horizontal line  Position / CompanySTART MONTH AND YEAR - END MONTH & YEAR City, State  * Describe your responsibilities and accomplishments here in 2-3 bullets * Use action verbs and clear language * List positions in reverse-chronological order  Position / CompanySTART MONTH AND YEAR - END MONTH & YEAR City, State    Position / CompanySTART MONTH AND YEAR - END MONTH & YEAR City, State |