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| Your Name | horizontal lineNameCity, stateYour Phone Numberyouremail@email.comUse 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 lineSchool 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 linePosition / 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*
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