

# YOUR NAME

Street Address, City State ZIP Code | Email | Telephone

**OBJECTIVE** | To get started right away, just click any placeholder text (such as this) and start typing to replace it with your own.

**SKILLS & ABILITIES** | Want to insert a picture from your files or add a shape, text box, or table? You got it! On the Insert tab of the ribbon, just click the option you need.

Find even more easy-to-use tools on the Insert tab, such as to add a hyperlink.

**EXPERIENCE** | **JOB TITLE COMPANY NAME**  
DATES FROM – TO

This is the place for a brief summary of your key responsibilities and most stellar accomplishments.

**EDUCATION** | **SCHOOL NAME, LOCATION**  
DEGREE

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** | **REFERENCE NAME, TITLE**  
COMPANY

Contact Information