Your Name

Street Address

City, State, Zip Code

Phone Number

Email address

Education

High School Name – School City, State

Dates of attendance

Work Experience

Company Name, Dates of Employment

* Job Title, description, responsibilities

Company Name, Dates of Employment

* Job Title, description, responsibilities

Achievements

* List academic and other achievements

Activities

* List volunteer experience, sports, clubs, etc. as well as dates of involvement
* List volunteer experience, sports, clubs, etc. as well as dates of involvement

Skills

* List computer, language or other personal skills here
* List computer, language or other personal skills here