Your Name

Address ⚫ City, State, Zip Code ⚫ Phone Number ⚫ Email address

Objective

Enter the title of the job that you are applying for and why you are seeking this position

Education

School Name – School City, State

Degree Expected, Degree Expected Date

School Name – School City, State

Degree Expected, Degree Expected Date

Work Experience

Company Name, Dates of Employment

Position held at this company

* Responsibilities and accomplishments
* Responsibilities and accomplishments

Internships

Company Name, Dates of Employment

Internship position held at this company

* Job description, responsibilities and accomplishments

Activities

* List sports, clubs, etc as well as dates of involvement
* List sports, clubs, etc as well as dates of involvement

Computer Skills

* List the technology skills you have