Your Name

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

Education

College Name

Degree Expected, Degree Expected Date

High School Name – School City, State

Graduation Date

Experience

Work Experience

Company Name, Dates of Employment

* Job description, responsibilities, and accomplishments

Extracurricular Experience (Clubs, Organizations)

Clubs and Organizations Names and Dates of Involvement

* Job description, responsibilities and accomplishments

Leadership Experience

* Position description, responsibilities and accomplishments

Honors and Awards

* List and Describe Honors and Awards

References

* Contact information for *two* professional references
* Contact information for *one* personal reference