

**IMPORTANT: For viewing purposes only - do not edit text or comments.**

## First Name Middle Initial. Last Name

City, State Zip Code

Phone Number XXX-XXX-XXXX

emailaddress@email.com

### SKILLS

- Soft skill
- Soft skill
- Soft skill
- Soft skill
- Hard skill
- Hard skill
- Hard skill
- Hard skill

### PROFESSIONAL EXPERIENCE

Organization / company name

City, State

Volunteer / job title

Date(s) worked: Month Year - Month Year

- Bullet point describing a specific task you completed, include numbers
- Bullet point describing a specific task you completed, include numbers
- Bullet point describing a specific task you completed, include numbers
- Bullet point describing a specific task you completed, include numbers

Organization / company name

City, State

Volunteer / job title

Date(s) worked: Month Year - Month Year

- Bullet point describing a specific task you completed, include numbers
- Bullet point describing a specific task you completed, include numbers
- Bullet point describing a specific task you completed, include numbers
- Bullet point describing a specific task you completed, include numbers

Organization / company name

City, State

Volunteer / job title

Date(s) worked: Month Year - Month Year

- Bullet point describing a specific task you completed, include numbers
- Bullet point describing a specific task you completed, include numbers
- Bullet point describing a specific task you completed, include numbers
- Bullet point describing a specific task you completed, include numbers

### ACADEMIC ACHIEVEMENTS

- Academic achievement, year
- Academic achievement, year
- Academic achievement, year
- Academic achievement, year

### EXTRACURRICULAR ACTIVITIES

Club/organization/activity name

Dates participated: Month Year - Month Year

- Bullet point describing specific duties or awards received while participating

Club/organization/activity name

Dates participated: Month Year - Month Year

- Bullet point describing specific duties or awards received while participating

Club/organization/activity name

Dates participated: Month Year - Month Year

- Bullet point describing specific duties or awards received while participating

**AWARDS / CERTIFICATES**

- Award or certificate, year
- Award or certificate, year

- Award or certificate, year
- Award or certificate, year

**EDUCATION**

**High School Name**

High School Diploma, ## GPA

City, State

Start Month Year - Expected Graduation Month Year