**NAME**

Address, City, State, Zip Code

Phone number with area code

Personal email address; College email address

**EDUCATION**

Month/Year to present College name, City, ST

Total hours attained: ; GPA:

Field of Study:

Career goal:

Relevant coursework completed: [vertically list college courses completed that are relevant to the field of study, skip this if none have been completed yet]

Month/Year-to-Month/Year College name

Month/Year-to-Month/Year High School name, Class of YEAR

**EXPERIENCE**

Month/Year-to-Month/Year Name of employer, City, St.

Job title

Description of duties and responsibilities

Month/Year-to-Month/Year Name of employer, City St.

Job title

Description of duties and responsibilities

**TECHNICAL, COMPUTER, RESEARCH SKILLS, and CERTIFICATIONS**

**LEADERSHIP and AFFILIATIONS**

Year Role, Organization

Year Role, Organization

**COMMUNITY SERVICE**

Year Description of service, Agency,

Approximate number of hours

Year Description of service, Agency,

Approximate number of hours

**RECOGNITIONS**

Year Type of recognition, bestowed by what entity

**LANGUAGES**

Language Level of proficiency

**Travel**

Year Location, purpose

**Conference Attendance**

Year Location, purpose

**NOTES**

**ALL**

List all entries in descending order of date

**Phone**

Indicate if texting is an option

**Education**

Write out entire name of institution

**Experience**

Provide well-written description of responsibilities

**Technical...**

Only list software for which you have a solid level of competence. Such as Microsoft

Sharepoint, Publisher, Excel, Access, Visual Basic, .NET certified, HTML, Dreamweaver, Java, C++,

Python, SQL, SPSS, SASS, Arc GIS, MATLAB, Tableau, Adobe Photoshop, Adobe Premier, Final Cut,

AutoCAD, or any vocational, laboratory, or social science research skills.

**Leadership**

List all clubs and organizations you are involved with. Indicate if you have a leadership

role. Not in any campus clubs, join now.

List honor societies. Member of any professional associations? Research on Google and join as a

Student member

**Community....**

Now is the time to start doing community service if you have none to record

**Recognitions**

List awards, scholarships you have received, even scholarships you did not accept

**Language Proficiency**

Beginner, Intermediate, Advanced, Fluent