**First and Last Name**

(###) ###-#### City, State Zip Code professionalusername@email.com

**Summary Objective:** Insert a “hook” statement with the job you are applying for as well as a summary of why the prospective employer should choose you as a candidate.

**HIGHLIGHTS OF QUALIFICATIONS**

* This section will include relevant skills and experiences utilizing the job description of the job or internship you are applying to
* Insert a statement about tasks you have experience with that are relevant to the job
* Insert a statement that brings up a strong/quality personality trait that might be relevant to the job (Ex/ “Outgoing and motivated with the ability to work well in a team or individually)
* Insert a statement about technical skill sets you possess (Ex/ Microsoft Office Excel, Adobe Photoshop)
* Insert a statement about soft skill sets you possess (Ex/ Customer service or leadership)
* Insert statement about multi-lingual abilities if applicable

**WORK & VOLUNTEER EXPERIENCE**

COMPANY NAME, CITY, STATE MM/YY- MM/YY

**Job Title**

* Insert what you did, how you did it, and the outcome
* **What:** “Organized school wide canned food drive…”
* **How:** “… by following through with soup kitchens in the area and advertising the event around campus…”
* **Outcome:**  “…which resulted in a donation of over 3,000 canned food products.”
* **Use Formula**- POWERFUL ACTION VERB + JOB TASK(S) = RESULT

ORGANIZATION NAME, CITY, STATE MM/YY- MM/YY

**Volunteer Title**

* Powerful action verb + description of job task(s) = quantitative or qualitative result of job task(s)
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**ACADEMIC & EXTRACURRICULAR ACHIEVEMENTS**

**Activity Name/Award/Position** MM/YY- MM/YY

* Description of what you did and what qualities it took to do it

**Activity Name/Award/Position (Ex/ Spanish Club Treasurer)** MM/YY- MM/YY

* Description of what you did and what qualities it took to do it (Ex/ Managed club’s funds and help organize budget for annual trip to Mexico)

**EDUCATION**

Name of School, City, State Received or Expected: MM/YY

**Name of Degree**

Name of School, City, State (Include High School if recent grad) Received or Expected: MM/YY

**Name of Degree**