

**Name**  
Address  
City, State, Zip  
Phone #  
Email Address

## **EDUCATION**

**Bachelor of Science, Your Area of Study**                      **Year**  
School Name, City, State    GPA: if above 3.0

## **EXPERIENCE**

**Job Title**    Month Year- Month Year  
Most Recent Employer, City, State

- List your proudest and most relevant accomplishment for this job
- Give another accomplishment, which is related to the target job
- Name a skill you've perfected which is transferable skill

**Job Title**    Month Year-Month Year  
Next Most Recent Employer, City, State

- List how you improved the work process
- List responsibilities
- List achievements, etc.

**Job Title**    Month Year-Month Year  
Employer, City, State

- List most relevant job experience
- List responsibilities
- List achievements

## **SKILLS**

**Computer:** List all programs/software known, and Hardware  
**Languages:** List all foreign languages known and skill level  
**Certifications:** List all relevant Certifications and Licensures

## **ACHIEVEMENTS & AFFILIATIONS**

List all honorary clubs and societies  
List all scholarships and awards  
List all sports or social clubs  
List volunteer work, that is applicable

## **REFERENCES**

Available Upon Request  
(You need to have between 3 to 4 references listed on a separate sheet of paper with all of their contact information, work titles and places of employment)