**Name**

Address • Apt or Unit • City, State Zip Code

Telephone • Email

**EDUCATION**

*Degree Title*

 Minor(s)

 **School Name**; City, State; GPA; Graduation Date

**EXPERIENCE**

**Company Name**; City, State

 *Job title; Start date-End date*

 • Job responsibilities/activities

 **Company Name;** City, State

 *Job title(s); Start date-End date*

 • Job responsibilities/activities

 **Company/Organization Name;** City, State

 *Job title; Start date-End date*

 • Job responsibilities/activities

**HONORS**

Are you head of the condo board, or a team lead for your favorite charity? This is the perfect place to let everyone know.

**Honor Society,** Start date-End date

**COMPUTER SKILLS**

Good at a lot of things that pertain to the job you are looking for? This is the place to list them.