|  |  |  |
| --- | --- | --- |
|  | [Your Name], **[Degree]** | Phone: [Telephone] | Email: [Email address]  [Street Address, City, ST ZIP Code] |

Objective:  [What’s your immediate career objective? To grab their attention, keep it short and sweet.]

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Education |  | Experience |  | Experience |
| [The six sections of this page where you can add your content (like this one) are set to a fixed height so that you don’t have to worry about keeping the page layout.  Each of these sections fits about as much text as you see in the three paragraphs of tips shown here.  To check out your resume at any time with all formatting and page layout, on the View tab of the ribbon, click Reading View.] |  | [To replace placeholder text with your own, just select it and start typing.  For best results, don’t include space to the left or right of the characters in your selection.] |  | [Need to add more text? It’s easy to make your content look great.  On the Home tab, check out the Styles group for quick access to any text formatting you see in this document.] |
| |  |  |  | | --- | --- | --- | |  |  |  | | [Years To – From] |  | [Years To – From] | |  |  |  | |  | |  |  |  | | --- | --- | --- | |  |  |  | | [Years To – From] |  | [Years To – From] | |  |  |  | |  | |  |  |  | | --- | --- | --- | |  |  |  | | [Years To – From] |  | [Years To – From] | |  |  |  | |
| Experience |  | Awards & Memberships |  | Skills & Abilities |
| [Job Title]  [Company Name]  [This is the place for a brief summary of your key responsibilities and most stellar accomplishments.] |  | [Are you president of your fraternity or a team lead for your favorite charity? You’re a natural leader—tell it like it is!] |  | [You’ve worked hard to gain your expertise—don’t be shy about it now! List key, relevant skills here.] |