

Fill in the blanks and don't forget to remove all lines and wording that is in red.

CONTACT INFORMATION

Address | City, State | Email | Phone Number

PROFILE

- (Include experience in...) _____
- (Include your ability to...) _____
- (Include what your background is...) _____
- (Include technology related to the job that you are efficient in...) _____

KEY CORE/HARD-SKILLS (or TECHNICAL SKILLS)

- _____
- _____
- _____

EDUCATION

Western Connecticut State University, Danbury, CT

Bachelor of _____ Degree in _____; Minored in _____

Expected date of graduation is _____ 20XX; G.P.A. _____/4.0
Month

Coursework: _____, _____, _____,

_____, _____, _____, _____
(Only list upper level courses and not introductory courses or courses that are "Level I" or "Level II," courses.)

INTERNSHIP

_____, _____, _____, _____ - _____
Title Company Name Town ST Mo/Yr to Mo/Yr

• _____ + _____ + _____
Start with Action Verb How you completed an Action/Task Results & Outcomes by doing your Action/Task

• _____

• _____

OTHER WORK EXPERIENCE

_____, _____, _____, _____ - _____
Title Company Name Town ST Mo/Yr to Mo/Yr

• _____ + _____ + _____
Start with Action Verb How you completed an Action/Task Results & Outcomes by doing your Action/Task

• _____

• _____

VOLUNTEER WORK

_____, _____, _____, _____ - _____
Company Name Town ST Position/How you are Involved Mo/Yr to Mo/Yr

MEMBERSHIPS/ASSOCIATIONS

_____, _____, _____, _____ - _____
Company Name Town ST Position/How you are Involved Mo/Yr to Mo/Yr

HONORS/AWARDS

_____, _____, _____, _____ - _____
Title of Honor or Award Organization Name Town ST Mo/Yr