

Your Name

Phone: (xxx) xxx-xxxx Email: your.email@example.com City, State

OBJECTIVE

A brief statement about your career goals and what you aim to contribute to an employer.

EDUCATION

School Name

Degree/Diploma Expected Graduation: Month Year

Relevant coursework, honors, or GPA (if desired)

EXPERIENCE

Job Title / Role

Company/Organization Name Location Month Year – Month Year

– Brief description of responsibilities or achievements, focus on transferable skills.

Volunteer / Internship (Optional)

Organization Location Month Year – Month Year

– Short description of role and contributions.

SKILLS

List of relevant skills (e.g., software, languages, technical, soft skills)

ACTIVITIES & INTERESTS

Clubs, activities, hobbies, or interests if applicable.