[Name]

[Address]  
[City, State Zip Code]  
[Phone Number]  
[Email address]

EDUCATION

[School Name] – [School City, State] [Dates]

* [Degree Expected, Degree Expected Date]

EXPERIENCE

[Company Name] – [City, State]  
*[Job Title]* – [Dates of Employment]

* [Job description, responsibilities and accomplishments]
* [Job description, responsibilities and accomplishments]

[Company Name] – [City, State]  
*[Job Title]* – [Dates of Employment]

* [Job description, responsibilities and accomplishments]
* [Job description, responsibilities and accomplishments]

VOLUNTEER EXPERIENCE

[Company/Organization Name] – [City, State] -- [Dates]

* [Volunteer description, duties, responsibilities]
* [Volunteer description, duties, responsibilities]

ACHIEVEMENTS

* [List academic or other achievements] (Dates)

ACTIVITIES

* [List sports, clubs, etc as well as dates of involvement] (Dates)
* [List sports, clubs, etc as well as dates of involvement] (Dates)

SKILLS

* [List computer, language, or other personal skills here] (Dates)
* [List computer, language, or other personal skills here] (Dates)