First Name

Address

Phone

Email

Last Name

CAREER GOALS

* Briefly state your future career (or work) goals

EDUCATION

* Current high school or college (City)
* Classification
* Anticipated graduation date
* GPA (unweighted)
* Briefly state your educational goals

WORK EXPERIENCE

*Copy and paste (or delete) as many as you need to*

* **Job Title** – Company

Dates FROM – TO

Describe your work responsibilities and achievements

* **Job Title** – Company

Dates FROM – TO

Describe your work responsibilities and achievements

SKILLS

*List any special skills or expertise that you possess.*

*Copy and paste (or delete) as many as you need to*

* List one of your strengths ⦁ List one of your strengths
* List one of your strengths ⦁ List one of your strengths
* List one of your strengths ⦁ List one of your strengths

ACTIVITIES

*Use this section to highlight your school, extracurricular or community activities. Be sure to include leadership roles.*

*Copy and paste (or delete) as many as you need to*

* Group/Organization name – role in group/organization (Dates FROM – TO)

COMMUNITY SERVICE

*Use this section to highlight your community service and volunteer experiences. Be sure to include leadership roles and approximate number of volunteer hours. Copy and paste (or delete) as many as you need to*

* Group/Organization name (# of hours) – role in group/organization (Dates FROM – TO)