First and Last Name

# City, State | Phone (Cell/Home, include area code) | Email Address

# Education

## High School Diploma/ GED- City, State Graduation Date: YYYY-YYYY

## Name of College/ University- City, State Graduation Date: YYYY-YYYY

* Degree
* Minor

## Name of College/ University- City, State Graduation Date: YYYY-YYYY

* Degree
* Minor

# Internship/ Related Experience \*paid internship/ related experience

## Job Title MM/YYYY-MM/YYYY

## Company Name- City, State

## Job Responsibilities

## Job Title MM/YYYY-MM/YYYY

## Company Name- City, State

## Job Responsibilities

## Job Title MM/YYYY-MM/YYYY

## Company Name- City, State

## Job Responsibilities

# Leadership/ Volunteer/ Athletic Experience

**Title MM/YYYY-MM/YYYY**

**Organization Name- City, State**

**Responsibilities**

**Title MM/YYYY-MM/YYYY**

**Organization Name- City, State**

**Responsibilities**

# Skills & abilities

**Example:**

* Management
* Problem solving
* Communication
* Leadership