



First and Last Name

Current Job Position (If Applicable)

My Contact

- ✉ Personal Email Address
- ☎ Personal Phone Number - with a set up voice mail box
- 📍 Address

Hard Skills

- specific abilities, or capabilities, that an individual can possess and demonstrate in a measured way (usually specific to the position you are applying for)

Soft Skills

- personal attributes that enable someone to interact effectively and harmoniously with other people
- Examples:
 - time management
 - teamwork
 - self-motivated

References

Name of Reference

Relationship to You

Contact Information

- phone
- email

About Me

This paragraph explains briefly and clearly who you are, the previous related experience you have in regard to the job you are applying for, and future goals for yourself that are related to the position you are applying for.

Work Experience

Name of Employer - Position Held
Years Worked (Always list in order of most recent job to oldest job)

Job Duties:

- Use Active Verbs (See other hand out for examples)

Education

School Name

Graduation Date: ___ (Put "Expected" in Parenthesis if it has not happened yet)

Important Facts:

- GPA
- Honors or Dual Credit Courses
- Diploma Track
- Foreign Language (If applicable)

Extracurriculars

- List Activities Involved In
 - Bullet Format
 - If there is only a few, list big achievements