

[FIRST NAME] [LAST NAME]

[ADDRESS]

[CITY], [STATE] [ZIP]

[EMAIL]

[PHONE]

OBJECTIVE/RESUME PROFILE

[BRIEFLY SUMMARIZE HOW YOUR QUALIFICATIONS MATCH YOUR CAREER OBJECTIVE]

EDUCATION

Completed [NUMBER] years at [HIGH SCHOOL].

Graduation date: [DATE].

[OTHER DETAILS OF NOTE]

EXPERIENCE

[TITLE/ROLE], [LOCATION]

- [DATE RANGE], [DUTIES]

- [DATE RANGE], [DUTIES]

[TITLE/ROLE], [LOCATION]

- [DATE RANGE], [DUTIES]

- [DATE RANGE], [DUTIES]

RELEVANT HIGH SCHOOL STUDIES

[LIST OF CLASSES AND/OR SKILLS]

HONORS, AWARDS, AND MEMBERSHIPS

- [HONOR/AWARD/ORGANIZATION]
[DESCRIPTION]

- [HONOR/AWARD/ORGANIZATION]
[DESCRIPTION]

- [HONOR/AWARD/ORGANIZATION]
[DESCRIPTION]