**YOUR NAME**

Street Address, City, State Zip Code | Cell Phone | Email

EDUCATION

**School Name,** City, State *(Start Month & Year – Graduation Month & Year)*

Activities

**Your Position or Role, Activity or Organization Name,** City, State *(Dates From -To/’Present’ if still happening)*

* Describe your involvement in the activity, what you contributed, the impact, and outcome
* Share any leadership positions you’ve held
* Be detailed but concise, start with action verb and keep the same tense/format throughout resume (instead of saying “I was responsible for organizing…” -> “Organized…”)

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WORK experience

**Your Title or Position, Company/Organization,** City, State *(Dates From – To/‘Present’ if still there)*

* Describe your job responsibilities, not just what you did, but why you did it, for what purpose?
* Be very descriptive, share the impact of what you did, why was what you did important?
* Share the skills, insight, etc. that you learned through the activity

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Skills & Interests

**Skill or Interest Name**

* Briefly describe your skill abilities, how long you’ve known/when you learned it, share how you use it (e.g. foreign language abilities, computer languages, hobbies you’ve pursued for multiple year)

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Awards & recognitions

**Award or Recognition, Name of Organization that granted it** *(Date Received)*

* Brief description of the award that you received, why you received it, or what you had to do to receive it (no more than a line or two)

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TRAININGs, Workshops & CERtIFICATIONS

**Training, Workshop, or Certification Name, Organization** *(Date Received/Attended)*

* Describe the training, workshop, or certification process (how many hours, sessions, what it required, etc.)
* Why is this training, workshop, or certification important?

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STANDARDIZED TESTS

* Test Name, *Date (month & year taken)* - Score
* Test Name, *Date (month & year taken)* - Score
* Test Name, *Date (month & year taken)* - Score
* ……