**Your Name**

City, State Zip

Phone

Email

**Name of Job You Are Applying For**

**EDUCATION**

College, City, ST

Degree/Certificate Month Year to Month Year

**SKILLS**

Computer skills (be specific)

Language fluency (in addition to English)

**EXPERIENCE**

Company Name, City, ST Month Year to Month Year

**Job Title**

* Job Duties
* Job Duties
* Job Duties

Company Name, City, ST Month Year to Month Year

**Job Title**

* Job Duties
* Job Duties
* Job Duties

**VOLUNTEER EXPERIENCE**

Organization name, City, ST Month Year to Month Year

**ACTIVITIES**

Organization Name, City, ST

List clubs, sports, organizations Month Year to Month Year