

Mary Q. Student
22 Needajob Lane
Montpelier, VT 05602
(802) 229-XXXX
E-mail address

Education

Full Name of Your Degree in Your Major

Name of your College, Town, State
Anticipated Graduation: May, 2002
GPA: if higher than 3.0

Skills

? Skill #1	? Skill #6
? Skill #2	? Skill #7
? Skill #3	? Skill #8
? Skill #4	? Skill #9
? Skill #5	? Skill #10

Work Experience

Your Current or Most Recent Title, Name of Your Employer, Town, State (dates):
Action Verb Phrase describing your most important responsibility; Action Verb
Phrase Describing your next most important responsibility; etc., until you have listed
all significant responsibilities, accomplishments, etc.

Your Previous Title, Name of Your Employer, Town, State (dates):
Action Verb Phrase....

Your Previous Title, etc.

Awards and Honors

List any academic, community service, or professional awards or honors

Certifications

List any certifications you may have

Activities and Interests

Optional – List activities and interests

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