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| Your Name  Street Address, City, ST ZIP Code – Phone – Email |

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| **Objective** | This is where you briefly explain your career goals. Concise objective statement indicating what you hope to achieve. |
| Experience | Job Title 1 Company Name, City, ST  Start date – End date  This is the place for a brief summary of your key responsibilities and most stellar accomplishments. Job Title 2 Company Name, City, ST  Start date – End date  This is the place for a brief summary of your key responsibilities and most stellar accomplishments. |
| Education | Degree obtained School Name, City, ST  Summary of specifics skills and experience (Communication, Leadership, etc.) should be listed with 2-3 bullet points for each.  Date graduated  You might want to include your GPA here and a brief summary of relevant coursework, awards, and honors. |
| Communication | You delivered that big presentation to rave reviews. This is the place to showcase your skills. |
| Leadership | Are you president of your fraternity, head of the condo board, or a team lead for your favorite charity? You’re a natural leader – tell it like it is! |
| References | Reference name, Company Contact Information |