

Name: Last name, first name

Address: Street address, city, state, zip code

Tel: 000-000-0000

Email:

Education

High school name, city, state

Graduation or GED date (mo/year)

Post-high school academic institution name, city, state

Graduation (anticipated) date (mo/year)

Degree type: AA, BA, BS, MA, MS, etc.

Major(s): Title as it would appear on your final transcript

Minor(s) if any: Title as it would appear on your final transcript

Credit hours per semester or quarter: X per semester or X per quarter

Relevant coursework and/or study abroad:

Repeat post-high school academic experience if you attended more than one institution

Relevant Trainings/Certifications/Language Training

List other post-high school training/certifications/language experience in format similar to below:

Example:

American Red Cross

Date awarded/completed (mo/year)

Certificate: Certified nursing assistant

Hours: 120

Relevant coursework: Responding to patient calls, taking vital signs, infection control

Work Experience

Employer name, city, state

Dates employed (mo/year – mo/year)

Position title

Hours per week:

Relevant responsibilities (in bullet points):

Repeat experience in format above

Volunteer/Extracurricular Experience

Organization name, city, state

Activity dates: (mo/year – mo/year)

Position title

Hours per week:

Responsibilities (in bullets points)

Repeat experience in format above