[Your Name]

Address Line 1

Address Line 2

(xxx) xxx-xxxx

Email address

# Education

## If you went to any school after high school, include information about each school you went to after high school

## School Graduation Date: [Name of diploma, degree, certificate]

### [Name of school]

[Brief statement about your academic program]

## High School Graduation Date: [Name of diploma, degree, certificate]

### [Name of school]

[Brief statement about your academic program]

# Skills & Abilities

[List your skills & abilities]

# Work or volunteer experience

## 20XX – 20XX [Job Title]

### [Company Name, City, State]

[Brief statement about your job duties]

## 20XX – 20XX [Job Title]

### [company Name, City, State]

[Brief statement about your job duties]

# Activities

[Clubs, student organizations, groups, sports, etc.]

# Achievements

[Any awards, achievements, honors, etc.]