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| --- | --- | --- | --- | --- |
|  | First Name Last Name | | |  |
|  | |  |  | |
| Contact [Address]  [City, ST ZIP Code]  [Phone]  [Email] | | Objective [Replace this sentence with your objective statement. Use this formula— (*Insert characteristic*) student seeking to (*insert specific goal*) with (*insert skills*) gained from (*insert experience or achievement*). Limit to one or two sentences.] | | |
| Education [School Name]  [City, State]  [Graduation date]  [Weighted GPA]  [Class rank]  [Relevant courses]  [Leadership roles]  [Memberships] | | Relevant Achievements **[Job Title]** • [Company Name]  *[Dates From] – [To]*   * Description #1 * Description #2 * Description #3   **[Job Title]** • [Company Name]  *[Dates From] – [To]*   * Description #1 * Description #2 * Description #3     [Use action verbs, specific keywords, and measurable impacts.] | | |
| Hard Skills [E.g. Public Speaking  Microsoft Office  Fundraising  Budgeting] | | Honors & Awards [Insert recognitions you’ve earned through academics, sports, or extracurricular activities.] | | |
| Soft Skills [E.g. Communication  Time Management  Collaboration  Leadership  Flexibility] | | Additional Section (optional) [Ideas include: Certifications, Art or Music Portfolio, Publications, or Hobbies and Interests] | | |
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