|  |  |  |
| --- | --- | --- |
|  | 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 SpeakingMicrosoft OfficeFundraisingBudgeting] | Honors & Awards [Insert recognitions you’ve earned through academics, sports, or extracurricular activities.]  |
| Soft Skills[E.g. CommunicationTime ManagementCollaborationLeadershipFlexibility] | Additional Section (optional)[Ideas include: Certifications, Art or Music Portfolio, Publications, or Hobbies and Interests] |
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