

Name

Contact information: Address, Telephone, Email

Objective

What is your goal related to your major or the job you want?

Education

You should include University and High School

School Name, Major (for university), City, Country **(Starting Date – Finishing Date)***

Experience

You should include any: Jobs, Volunteering, Clubs, Internships

Company Name, Job/Position, City, Country **(Starting Date – Finishing Date)***

- Duties and Responsibilities – What did you do in this position?
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Skills

Include work related and professional skills. For example:

Computer: programs, skills

Languages: all languages and level, for example: English (intermediate level)

Other skills: communication, creative skills, work related skills, certificates, etc.

Honors and Awards (optional – you could choose to include a different section)

Award name, School or Organization (Where did you get it?) **(Date received)***

Interests and Activities (optional – you could choose to include a different section)

Hobbies, free time activities, etc.

References

(You must list 2 references)

Name (position/relation)

Email:

***(For all Dates, include Month and Year)**