|  |  |  |
| --- | --- | --- |
|  | [Full name], **[Degree]** | Tel: [Phone] | El. Mail: [Email Address]  [Street, City, State, Zip Code] |

Goal: [What is your immediate career goal? To get a potential employer interested, be clear and concise.]

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Education |  | Experience |  | Experience |
| [The six sections on this page where you can add content (such as this) have a fixed height, so you don't have to worry about saving the page layout.  Each such section contains as much text as the three paragraphs of clues given here.  To view your resume at any time with all the formatting and layout of the page, click Reading View on the View tab of the ribbon.] |  | [To replace the placeholder text with your own, just select it and start typing.  It is best not to add spaces to the left orright of the selected characters.] |  | [Need to add text? Content is now easy to make appealing.  On the Home tab , in the Styles group , you have quick access to all the types of text formatting used in this document.] |
| |  |  |  | | --- | --- | --- | |  |  |  | | [Years: to — from] |  | [Years: to — from] | |  |  |  | |  | |  |  |  | | --- | --- | --- | |  |  |  | | [Years: to — from] |  | [Years: to — from] | |  |  |  | |  | |  |  |  | | --- | --- | --- | |  |  |  | | [Years: to — from] |  | [Years: to — from] | |  |  |  | |
| Experience |  | Awards and memberships |  | Skills and abilities |
| [Position]  [Company Name]  [A place to briefly describe key responsibilities and the most outstanding achievements.] |  | [Are you the president of an association or the head of a charitable foundation? You're a born leader — so tell me!] |  | [You've worked hard to get as much experience as possible — don't hide it! List the key meaningful skills.] |