

Resume Template

FIRST NAME LAST NAME

Email
Phone Number

123 Anywhere Street, Any City,
State, Country 12345
LinkedIn Profile

EDUCATION

School | Year | GPA

ACHIEVEMENTS

Scholarships
Awards

ACTIVITIES

Clubs
Sports
After-school Programs

COMMUNITY SERVICE

Volunteering Experiences
Community Help

WORK EXPERIENCE

Current Job and description
Past jobs and description

SKILLS

example: proficient use of all Microsoft functions
example: ability to navigate Google Workspace

CERTIFICATIONS

example: CPR certified

REFERENCES

Name: contact information