**[INSERT NAME]**

[Insert Mailing Address] | P: (XXX) XXX-XXXX | E: [insert email address]

**EDUCATION**

**[Insert College/University] [Insert graduation date] Month YYYY**

B.A./B.S./A.B. in [Insert Major]; GPA: X.X/4.0

* Awards: [Insert Awards]
* Activities: [Insert Activities]

**[Insert High School]** **High School [Insert graduation date] Month YYYY**

* Awards: [Insert Awards]
* Activities: [Insert Activities]

**WORK EXPERIENCE**

**[Insert Company] City, State**

*[Insert Title]*  Insert Date – Insert Date

* [Insert description of job activities]
* [Insert description of job activities]
* [Insert description of job activities]

**[Insert Company] City, State**

*[Insert Title]*  Insert Date – Insert Date

* [Insert description of job activities]
* [Insert description of job activities]
* [Insert description of job activities]

**[Insert Company] City, State**

*[Insert Title]*  Insert Date – Insert Date

* [Insert description of job activities]
* [Insert description of job activities]
* [Insert description of job activities]

**ACTIVITIES**

**[Insert Company] City, State**

*[Insert Title]*  Insert Date – Insert Date

* [Insert description of job activities]

**[Insert Company] City, State**

*[Insert Title]*  Insert Date – Insert Date

* [Insert description of job activities]

**[Insert Company] City, State**

*[Insert Title]*  Insert Date – Insert Date

* [Insert description of job activities]

**ADDITIONAL INFORMATION**

**Skills**: [Insert skills]

**Interests**: [Insert interests]