

SAMPLE

Your Name

Your address
City, State, zip code
phone number
NSU email address

OBJECTIVE Briefly describe what kind of job you want.

EDUCATION **Degree you are pursuing**, Northwestern State University, Natchitoches, LA
Minor if applicable

Expected date of graduation:

Diploma, high school attended, City, State
Graduated: month and year you graduated

EXPERIENCE Start Date to End Date Company Name City, State

Job Title

Start each bullet with an action word (Assisted, preformed, operated)

- Job responsibility/accomplishment
- Job responsibility/accomplishment
- Job responsibility/accomplishment
- Job responsibility/accomplishment

Start Date to End Date Company Name City, State

Job Title

- Job responsibility/accomplishment
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Start Date to End Date Company Name City, State

Job Title

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- Job responsibility/accomplishment
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SKILLS List the relevant skills that you possess.

ACTIVITIES Membership and or leadership positions in any clubs, organizations, volunteer activity.
School City, State, Member or Officer, Start Date to End Date

Your Name

Your address
City, State, zip code
phone number
email address

Work References:

Contact Name & Title
Company Name
Address
City, State & Zip
Work Phone #

Contact Name & Title
Company Name
Address
City, State & Zip
Work Phone #

Contact Name & Title
Company Name
Address
City, State & Zip
Work Phone #

Personal References:

Name
Address
City, State & Zip
Daytime Phone #

Name
Address
City, State & Zip
Daytime Phone #

Name
Address
City, State & Zip
Daytime Phone #