[**Your Name**]

[Street Address, City, State, Zip Code]  |  [Telephone]  |  [Email]

# **Skills**

* [Skill]
* [Skill]
* [Skill]

# **Education**

**[School Name]** — [Town/location of your school] [Graduation year]

GPA: [GPA]

# **Extracurricular Activities & Sports**

* Action Verb
* Action Verb
* Action Verb

# **Work History and Volunteer Experience**

## **[Job Title]** — [Company Name] [Start date] – [End Date]

[City], [State]

* Action Verb
* Action Verb
* Action Verb

## **[Job Title]** — [Company Name] [Start date] – [End Date]

[City], [State]

* Action Verb
* Action Verb
* Action Verb

# **Trainings and Certifications**

**Leaders in Training Work Readiness Certification** — Urban Neighborhood Initiatives

10/23/2020