**First Last Name**

111-111-1111 | email address | physical home address

Citizenship: US | Veterans Preference: None | Clearance Status: None

Objective: Obtain a position \_\_\_\_\_\_ with \_\_\_\_\_\_\_\_ at \_\_\_\_\_\_\_. Announcement number: \_\_\_\_\_\_\_.

EDUCATION

**School or University Name**, City, State Expected: May XXXX

*Diploma, Bachelor, Master* GPA X.XX

*Minor:*

**Relevant Coursework, Licenses and Certifications:**

WORK EXPERIENCE

**Job Title-** Company Name May XXXX- Aug XXX

Physical Address, City, State Zip Salary: $ X /Hr.

Supervisor: First Last Name (XXX) XXX-XXX Approximately X hr/week

Duties, Accomplishments and Related Skills:

**Job Title-** Company Name May XXXX- Aug XXX

Physical Address, City, State Zip Salary: $ X /Hr.

Supervisor: First Last Name (XXX) XXX-XXX Approximately X hr/week

Duties, Accomplishments and Related Skills:

**Job Title-** Company Name May XXXX- Aug XXX

Physical Address, City, State Zip Salary: $ X /Hr.

Supervisor: First Last Name (XXX) XXX-XXX Approximately X hr/week

Duties, Accomplishments and Related Skills:

**Job Title-** Company Name May XXXX- Aug XXX

Physical Address, City, State Zip Salary: $ X /Hr.

Supervisor: First Last Name (XXX) XXX-XXX Approximately X hr/week

Duties, Accomplishments and Related Skills:

RELEVANT PROJECTS

**Name of Position, Project, ECT. –** Company, Organization or University, *City, State* Spring XXXX

Description of project …..

HONORS & AWARDS

Honor Name Apr XXXX

Award Name Aug. XXXX—Present

WVU Dean’s List XXXX, XXXX

OTHER INFORMATION

Proficient in MS Office (Word, PowerPoint, Outlook, Excel, Access) | More ………..

Typing: 80 wpm

REFERENCES

First name, Last name

Title

Company

City, State, Zip Code

Phone number

Email

First name, Last name

Title

Company

City, State, Zip Code

Phone number

Email

First name, Last name

Title

Company

City, State, Zip Code

Phone number

Email

First name, Last name

Title

Company

City, State, Zip Code

Phone number

Email