

[Your Name]

[Address, phone number, email address]

Professional summary

[Introduce yourself, highlight your best qualifications and explain why you're a fit for the job]

Education

[Title of degree] [GPA] [Dates attended]

[School name]

[Title of dissertation or thesis]

Work experience

[Job title] [Dates of employment]

[Name of employer] [City and state of employer]

[Description of your responsibilities and accomplishments]

Skills

[Relevant skills]

Personal interests

[Short paragraph on your personal pursuits]

Community service

[Position held or job performed] [Dates of service]

[Organization] [City and state of organization]

Accomplishments

Publications

[Authors with your name in bold] [Year of publication] [Title of article] [Publishing journal]

Awards and honors

[Name of award] [year]