

## Full Name

address

phone

email

Linked-In profile link

<b>OBJECTIVE:</b>	2 or 3 lines max describing who you are and what you bring to the table. Do not use personal pronouns.	
<b>Section Heading</b>	<b>Content (Delete all content in this entire row when finished)</b>	<b>Date Column</b>
<b>EDUCATION:</b>	<b>Reinhardt University</b> <b>GPA (if 3.0 or better)</b> Major: Minor: if applicable % tuition through scholarships (if applicable)	
	Related Course Work:	
	Next School	
<b>EXPERIENCE:</b>	<b>Company (Bold Face)</b> <b>Job Title (Bold Face)</b> Duties and measurable performance (Use action verbs)  <b>Company</b> <b>Job Title</b> Duties and measureable performance (Use action verbs)	
<b>ACTIVITIES:</b>	Campus related	
<b>SKILLS/ ATTRIBUTES:</b>	List computer skills, other experience and skills like organization, public speaking, multi-tasking, etc. What are your strengths?	
<b>CERTIFICATIONS:</b>		
<b>HONORS, AWARDS, COMMUNITY INVOLVEMENT</b>	Name of award Organizations	



When you have finished remove the grid lines by selecting "no border" in the drop down list

DELETE THIS and save under a new file name. For every resume you create for a specific job save it under a new file name by that company or job title

Always put a row between major sections.

Delete any rows not applicable or needed by right clicking and selecting delete row.