



**Your Name**

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Address, City, State, ZIP

Phone

Email

### **Profile**

- Who are you and what have you done?

### **Personal Mission Statement**

- How do your personal goals mesh with the requirements of this position?

### **Academic Experience**

- Undergraduate School Dates Degree
- Graduate School Dates Degree
- Professional Training and Certification Dates

### **Professional Experience**

- Position Company City, State Dates
- Position Company City, State Dates
- Position Company City, State Dates

### **Leadership Skills**

- Specific example of leadership accomplishment
- Specific example of leadership accomplishment

### **Computer Literacy**

- Specific computer-related skills that support your doing this job
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### **Community Service**

- Relevant ways that your work in the community reinforces your job or academic skills