**Full Name**

Contact information: phone number, email, address

**Skills:**

Soft skills are your skills in interacting with people, your coworkers or customer service skills.

Hard skills or technical skills. List ones you’ve learned on the job or at school. Proficient at email, or other technical tasks.

**Work Experience:**

List in order of most recent.

Job Title- Company

Dates worked there

Skills

Job title- Company

Dates worked.

Skills

Achievements or awards.

Special trainings attended such as management training.

**Education:**

University of State

Graduated with a Bachelor’s in History May 2018

High School Attended

Graduated in May of 2012