

[FULL NAME]

[email@example.com] | [Phone Number] | [City, State] | [LinkedIn or portfolio link — optional]

SUMMARY

[2–3 sentences. Who you are, what you're looking for, and your strongest relevant experience or skill. Write this in plain language — skip industry jargon or acronyms a reader outside your field wouldn't know. Example: "Recent high school graduate with two years of hands-on farm and outdoor labor experience, seeking a seasonal field position. Comfortable with physical work, early hours, and working as part of a team."]

EDUCATION

[School / University Name] — [City, State]

[Degree or Diploma] | [Expected/Actual Graduation Month Year] | GPA: [X.XX] (optional — include if 3.0+)

- [Relevant coursework, honors, awards, or activities — optional, keep to 1–2 lines]

EXPERIENCE

For each job: list the employer, your title, full start and end dates (month + year), and hours per week. This last detail matters for federal or government job applications (USAJOBS requires it) and it's good practice everywhere else too.

[Job Title] | [Employer Name — City, State]

[Month Year] – [Month Year] | [X hours per week]

- [Accomplishment or responsibility — start with an action verb: "Managed," "Built," "Trained," etc.]
- [Use numbers where you can — how many people, how much money, how often, how large a project]
- [Keep each bullet to one line if possible]

[Job Title] | [Employer Name — City, State]

[Month Year] – [Month Year] | [X hours per week]

- [Accomplishment or responsibility]
- [Accomplishment or responsibility]

SKILLS

- [Technical or job-specific skills — e.g. equipment you can operate, software, certifications]
- [Certifications — e.g. First Aid/CPR, Food Handler's card, driver's license]
- [Languages, if applicable]

LEADERSHIP & ACTIVITIES

[Role] | [Organization Name — City, State]

[Month Year] – [Month Year]

- [What you did and any measurable impact — team size led, funds raised, events run, etc.]

Tips: keep this to one page for most jobs (two pages max for federal/USAJOBS applications). Delete any section that doesn't apply to you. Tailor the wording to match the specific job posting before you send it.