

First Name Last Name

Address • phone • email

SUMMARY OF QUALIFICATIONS

- What are your strongest skills and qualifications?
- Leadership skills? Customer Service Skills?
- Computer skills?
- Program specific skills?
- Certifications?
- Time management and organizational skills?
- Communication skills? Bilingual?

EDUCATION

Northeast Wisconsin Technical College, Green Bay, WI

Associate Degree,

Expected Graduation: Month Year

Related Coursework:

EXPERIENCE

Job Title

Month Year – Present

Organization Name, Green Bay, WI

- Start with an action verb for the task performed in the workplace (hands-on), be specific
- If no longer in this position please use PAST TENSE (ex: Organized, Maintained, Supervised)
-

Job Title

Month Year – Month Year

Organization Name, Green Bay, WI

- Start with an action verb for the task performed in the workplace (hands-on), be specific
-

Job Title

Month Year – Month Year

Organization Name, Green Bay, WI

- Start with an action verb for the task performed in the workplace (hands-on), be specific

LEADERSHIP AND CERTIFICATIONS

-

Month Year – Month Year

COMMUNITY INVOLVEMENT/VOLUNTEERING

- Role, Organization, could add tasks
- Role, Organization, could add tasks

Month Year – Month Year

Month Year – Month Year