**[Full name]**

[Address: City, State Zip]

[Email address]

[Phone number with a professional outgoing voicemail]

**Education**

**[Name of college or university]**

[City where Company/Organization is located]

[Degree type and the name of your major *ex: Associate’s Degree in Child Development*]

[Anticipated graduation Month/Year. *ex:* *Anticipated June 2025*]

**Experience (Job/Volunteer/Extracurricular Activities)**

**[Name of company/organization]**

[City and State where Company/Organization is located *ex: El Cajon, CA*]

[*Position title/Volunteer Title*]

* [Brief description of your role and responsibilities in bullet format Description/Responsibility 1
* Description/Responsibility 2 *ex: Transported client to appointments and communicated with doctor*
* Description/Responsibility 3
* Include accomplishments or achievements during your time there]

**[Name of company/organization]**

[City and State where Company/Organization is located]

[*Position title/Volunteer Title*]

* [Brief description of your role and responsibilities in bullet format Description/Responsibility 1
* Description/Responsibility 2
* Description/Responsibility 3
* Include accomplishments or achievements during your time there]

**[Name of company/organization]**

[City and State where Company/Organization is located]

[*Position title/Volunteer Title*]

[Brief description of your role and responsibilities in bullet format:

* Brief description of your role and responsibilities in bullet format Description/Responsibility 1
* Description/Responsibility 2
* Description/Responsibility 3
* Include accomplishments or achievements during your time there]

**Skills & Languages**

* [Include the level of proficiency in languages *ex: Fluent in Arabic*]
* [List any relevant skills you have acquired through coursework, extracurricular activities, or other experiences *ex: Proficient in Outlook*]
* [Be sure to mention any technical skills that are relevant to the job you are applying for]