**[Your Name]** [Local Address]

[City, ST]

[Cell Phone Number]

[Professional/Student Email]

**OBJECTIVE**

[Create a specific objective, tailored to the job for which you are applying. Consider including the job title and employer name.]

**EDUCATION**

**Northern Michigan University, Marquette, MI [Month Year] – Present**

* [Your Major] – [Year in School]
* [Any scholarships or noted achievements]

**[High School Name], [City, ST] [Month Year Received Diploma]**

**Diploma**

* [Include any achievements or special involvements]
* [Honor Roll, Varsity Athlete, Student Council, etc.]

**[choose one: COMPUTER/TECHNICAL/OTHER] SKILLS**

[Optional section to include relevant skills like computer software used, etc.]

**WORK EXPERIENCE**

**[Job Title] [Start Month Year – End Month Year or Current]**

[Company Name], [City, ST]

* [List duties and responsibilities]
* [Include achievements and honors, like employee of the month, hired back for three seasons, etc.]

**[Job Title] [Start Month Year – End Month Year]**

[Company Name], [City, ST]

* [List duties and responsibilities]
* [Include achievements and honors, like employee of the month, hired back for three seasons, etc.]

**PERSONAL**

[This optional section is where you include any other information: languages spoken, availability, extracurricular activities like Eagle Scout/Girl Scout, etc.]