

FLASHPOINT CHICAGO

A CAMPUS OF COLUMBIA COLLEGE HOLLYWOOD

RÉSUMÉ INFORMATION

HEADER

Name:

Telephone Number:

Email Address:

Website/Portfolio Link:

PROFESSIONAL SUMMARY (A brief statement highlighting your skills and experience)

EDUCATION (starting with the most recent to the oldest – NO HIGH SCHOOL!)

Name of school:

City & State:

Program/Degree:

Dates:

Name of school:

City & State:

Program/Degree:

Dates:

SKILLS

Interpersonal (communication, dependability, etc.):

Programs/Software:

PROJECTS (starting with the most recent to the oldest)

Project Type/Title:

Project Description:

Dates:

Project Type/Title:

Project Description:

Dates:

PROFESSIONAL EXPERIENCE (starting with the most recent to the oldest)

Company Name:

City & State:

Job Title:

Description of Duties:

Dates:

Company Name:

City & State:

Job Title:

Description of Duties:

Dates:

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EMPLOYMENT EXPERIENCE (starting with the most recent to the oldest)

Company Name:

City & State:

Job Title:

Description of Duties:

Dates:

Company Name:

City & State:

Job Title:

Description of Duties:

Dates:

VOLUNTEER EXPERIENCE (starting with the most recent to the oldest)

Company Name:

City & State:

Job Title:

Description of Duties:

Dates:

Company Name:

City & State:

Job Title:

Description of Duties:

Dates: