

JOHN M. SMITH
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University Address
Street Address
City, State Zip
Country
Phone

Permanent Address
Street Address
City, State Zip
Country
Phone

OBJECTIVE Description of desired job, or skills to be applied.

SUMMARY Description of related education, work experience, accomplishments and skills.

EDUCATION **University**, City, State, Country Expected Date: Month Year
Degree type, Major
Minor
● Grade Point Average: **X.X/4.0**

University; City, State, Country Month Year
Degree, Major
Minor
● Grade Point Average: **X.X/4.0**

EXPERIENCE Month Year – Month Year
Job Title – Division, Department, Company
City, State, Country
● Description/Accomplishment 1
● Description/Accomplishment 2

Month Year – Month Year
Job Title – Division, Department, Company
City, State, Country
● Description/Accomplishment 1
● Description/Accomplishment 2

Month Year – Month Year
Job Title – Division, Department, Company
● Description/Accomplishment 1
● Description/Accomplishment 2

COMPUTER SKILLS
● Computer skill 1, Computer skill 2, Computer skill 3
● Language skill 1, Language skill 2, Language skill 3

HONORS & AWARDS
● Honor/Award 1
● Honor/Award 2
● Honor/Award 3

ACTIVITIES
● Role, *Organization 1*
● Role, *Organization 2*
● Role, *Organization 3*

REFERENCES Available upon request