[Company name]

How to use this document: delete this paragraph before saving, sharing, or circulating it. Every part shown in blue is yours to replace: type your own details over each blue [field] until no blue remains. Then select all (Ctrl+A) and set the font colour to the same dark colour throughout. What is left is your finished document.

[Full name]

[Job title]

[Email address] | [Phone number] | [City] | [LinkedIn profile URL]

Career Objective

[Career objective: one or two sentences about the kind of work you are looking for and what you offer.]

Education

[Qualification] | [School, college or university] | [Year completed]

Relevant coursework: [Relevant coursework]

Projects

[Project 1 title] | [Start date] - [End date]

- [Project 1 description: what you built or delivered, and the result.]

[Project 2 title] | [Start date] - [End date]

- [Project 2 description: what you built or delivered, and the result.]

Skills

[Skill 1], [Skill 2], [Skill 3], [Skill 4], [Skill 5]