[Your Name]

[Street Address] | [City, ST ZIP Code] | [phone] | [email]

# **Education**

[School Name, City, State]

[Degree Earned] | [Date of Graduation]

[Major]

* [You might include your GPA, a summary of relevant coursework, awards, and/or honors]

# **Experience**

## *[Dates From] – [To]*

### [Job Title] | [Company Name] | [Location]

[Include a brief summary of your key responsibilities and professional accomplishments.]

## *[Dates From] – [To]*

### [Job Title] | [Company Name] | [Location]

[Include a brief summary of your key responsibilities and professional accomplishments.]

# **Skills, Licenses, & Certifications**

* [List skills and your level of proficiency with each]
* [List active licenses and certifications that you hold as documented evidence of mastery]

# **Awards & Acknowledgements**

* [List awards, recognitions, acknowledgements, featured publication or presentations, and other honors.]
* [Try to keep resumes in your application appendices to be two pages or less — preferably a single page. Resumes in ANA applications may be single-spaced, with 1-inch margins, and should be set in 12-pt. Times New Roman font]
* [Remember to replace all bracketed text with personal information]