

# BLANK RESUME

Address City, State Zip

Phone Number

Email

## OBJECTIVE

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To obtain a \_\_\_\_\_ position with \_\_\_\_\_ using my \_\_\_\_\_ skills and \_\_\_\_\_ abilities

## EDUCATION

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Indiana University Southeast

New Albany, IN

Bachelor of Arts/Science in \_\_\_\_\_

Graduating May 2014

Minor: Include if you have one

Honors: Dean's List (list number of semesters)

GPA: Only list if 3.0 or higher!

## CAPABILITIES

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Use this area to write brief statements about your characteristics that apply to the position of interest  
Describe your skills (as they apply to the position) you are not able to address in your skills that the position is asking candidates to have

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with your descriptions!  
on