

[Your Name]

Objective [Briefly describe the kind of job you want.]

Professional Highlights [Field or Area of Achievement]

- [Job responsibility/achievement]
- [Job responsibility/achievement]
- [Job responsibility/achievement]

[Field or Area of Achievement]

- [Job responsibility/achievement]
- [Job responsibility/achievement]
- [Job responsibility/achievement]

[Field or Area of Achievement]

- [Job responsibility/achievement]
- [Job responsibility/achievement]
- [Job responsibility/achievement]

[Field or Area of Achievement]

- [Job responsibility/achievement]
- [Job responsibility/achievement]
- [Job responsibility/achievement]

Skills

- | | |
|-------------------------------------|-------------------------------------|
| ▪ [Professional or technical skill] | ▪ [Professional or technical skill] |
| ▪ [Professional or technical skill] | ▪ [Professional or technical skill] |
| ▪ [Professional or technical skill] | ▪ [Professional or technical skill] |
| ▪ [Professional or technical skill] | ▪ [Professional or technical skill] |
| ▪ [Professional or technical skill] | ▪ [Professional or technical skill] |

Employment History

[Job title]	[Company Name], [Town, County]	[dates of employment]
[Job title]	[Company Name], [Town, County]	[dates of employment]
[Job title]	[Company Name], [Town, County]	[dates of employment]
[Job title]	[Company Name], [Town, County]	[dates of employment]

Education

[Degree] [University Name], [Town, County] [date of graduation]

References

References are available on request.