

[Street Address], [City, ST ZIP Code]•[phone]•[e-mail]

[Your Name]

Objective

"[Describe your career goal and the benefits you provide.]"

Skills

- [Skills you possess]

Accomplishments

[Accomplishments/results]

Experience

[Dates of employment]

[Company Name]

[City, ST]

[Job Title]

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

[Dates of employment]

[Company Name]

[City, ST]

[Job Title]

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

[Dates of employment]

[Company Name]

[City, ST]

[Job Title]

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

Education

[Dates of attendance]

[School Name]

[City, ST]

[Degree Obtained]

- [Special award/accomplishment or degree minor]

References

References are available on request.