

[Your Name]

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

Objective [Describe your career goal or ideal job.]

Experience [Job Title]
[Dates of employment] [Company Name], [City, ST]
▪ [Job responsibility/achievement]
▪ [Job responsibility/achievement]
▪ [Job responsibility/achievement]

[Job Title]
[Dates of employment] [Company Name], [City, ST]
▪ [Job responsibility/achievement]
▪ [Job responsibility/achievement]
▪ [Job responsibility/achievement]

[Job Title]
[Dates of employment] [Company Name], [City, ST]
▪ [Job responsibility/achievement]
▪ [Job responsibility/achievement]
▪ [Job responsibility/achievement]

[Job Title]
[Dates of employment] [Company Name], [City, ST]
▪ [Job responsibility/achievement]
▪ [Job responsibility/achievement]
▪ [Job responsibility/achievement]

Education [School Name], [City, ST]
[Dates of attendance]
▪ [Degree obtained]
▪ [Special award/accomplishment or degree minor]

Interests [Briefly list interests that may pertain to the type of job you want.]

References References are available on request.