**FIRST NAME LAST NAME**

Address

Phone: (XXX)-XXX-XXXX Email: XXXXXXX@gmail.com

**OBJECTIVE**

Briefly state your career objective or summarize what makes you stand out.

**EDUCATION**

**Month Year**

**Degree or Vocational Title,** School

It’s okay to brag about your GPA, awards, and honors. Feel free to summarize your coursework too.

**Month Year**

**High School Diploma or GED,** School

It’s okay to brag about your GPA, awards, and honors. Feel free to summarize your coursework too.

**CERTIFICATIONS &AWARDS**

|  |  |
| --- | --- |
| * Example: First Aid Certificate
 | * Example: Food Service Card
 |
| * Example: Military Service Awards
 | * Example: Community Service
 |

**SKILLS**

* Example: Knowledgeable in various hand tools and power tools
* Example: Experienced in drywall installer, paint, and general construction work
* Example: General office procedures including multi-line phone, fax, copier, and computer

**EMPLOYMENT HISTORY**

**Dates From – Dates To**

**Job Title,** Company

**Location:**

* Describe your job duties, responsibilities and achievements in terms of impact and results. Use examples but keep it short.

**Dates From – Dates To**

**Job Title,** Company

**Location:**

* Describe your job duties, responsibilities and achievements in terms of impact and results. Use examples but keep it short.

**REFERENCES**

|  |  |  |
| --- | --- | --- |
| **Name, Title** | **Address** | **Phone Number** |
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