# NAME

Street • City, State Zip • Phone • Email

## JOB OBJECTIVE

Very concisely state what job you would like next.

## HIGHLIGHTS OF QUALIFICATIONS

- Write three or four bullet statements that summarize why you would be good at your job objective. Each statement should be no longer than two lines.
- Your statements should highlight your relevant strengths such as experience, skills, community service, and personality traits.
- Prioritize the statements in this section so the most relevant one comes first.

#### PROFESSIONAL ACCOMPLISHMENTS

#### KEY SKILL

- Write two or more bullet statements about employment or volunteer activities in which you used this skill.
- Quantify results of your accomplishments when possible and appropriate; refer to how you positively affected the organization, the bottom line, your boss, co-workers, or customers.
- Mention awards or commendations you received that required this skill.
- If you used this skill to solve problems, briefly describe the problems and results.

### KEY SKILL

- Write two or more bullet statements, following the tips mentioned under the first Key Skill section.
- Prioritize the statements under each Key Skill section so the most relevant one comes first.

WORK HISTORY

20xx-present ORGANIZATION, City, State

Job Title

19xx-xx ORGANIZATION, City, State

Job Title

19xx-xx ORGANIZATION, City, State

Job Title

## EDUCATION

Degree, Major [if relevant], 20xx School, City, State

#### COMMUNITY SERVICE

Position held, Organization, 20xx-present Position held, Organization, 20xx-xx