Street Address, City, ST Zip • Contact Number • E-mail[E-mail address]

Your Name

Objective (optional)

A customized objective that describes why you are the perfect candidate for the job can help your resume stand out from the competition. Briefly describe your ideal job or career goal.

Experience

Month Year – Month Year Company Name City, ST

Job Title

- Provide a bulleted list of job responsibilities or achievements
- Use action verbs to increase the strength of your writing
- Make potential employers take notice of your accomplishments and skills

Month Year – Month Year Company Name City, ST

Job Title

- Provide a bulleted list of job responsibilities or achievements
- Use action verbs to increase the strength of your writing
- Make potential employers take notice of your accomplishments and skills

Month Year – Month Year Company Name City, ST

Job Title

- Provide a bulleted list of job responsibilities or achievements
- Use action verbs to increase the strength of your writing
- Make potential employers take notice of your accomplishments and skills

Month Year – Month Year Company Name City, ST

Job Title

- Provide a bulleted list of job responsibilities or achievements
- Use action verbs to increase the strength of your writing
- Make potential employers take notice of your accomplishments and skills

Education & Training

Month Year School Name City, ST

Degree/Certification

- Special award/accomplishment

Month Year – Month Year Company Name City, ST

Degree/Certification

- Special award/accomplishment