

Full Name (First Middle Last)

Mailing Address, City, ST Zip code

Phone Number | Email address

OBJECTIVE:

To obtain the (position title) at (Company Name). OR Seeking the (position title) at (Company Name) to expand with qualified experience.

SUMMARY OF SKILLS:

- List specific skills that are relevant to the position applying for.
- Use verb words to accentuate your skills
- E.g. Provides excellent customer service skills in person, over the phone, and through email.

RELATED COURSEWORK: List courses relevant to job applying for (Course Title – Course Name)

EDUCATION:

Name of College, City, ST	From – To Dates
Pursuing an (Name of Degree) in (Program of Study)	Expected graduation: Month Year

Name of High School, City, ST	Diploma Received
-------------------------------	------------------

WORK EXPERIENCE:

Position Title , Company Name, City, ST	From – To Dates
--	-----------------

- 2-3 primary job duties
- 2-3 primary job duties
- 2-3 primary job duties

<u>Position</u> – Company, City, ST	From – To Dates
-------------------------------------	-----------------

Provide primary job duties in paragraph form; using action verbs to demonstrate responsibilities performed; use semi-colon to list duties; ending with a period.

AWARDS, CERTIFICATIONS, LICENSURES:

Name of Award, Organization Name received from	Date received Month Year
Name of Certification, Organization Name received from	Expiration Date Month Year
Name of License, Organization Name received from, License #	Expiration Date Month Year

VOLUNTEER, ORGANIZATIONS, CLUBS:

Title, Organization Name, City, ST	From – To Dates
------------------------------------	-----------------

- List duties performed

REFERENCES:

Available upon request OR Provided upon request.