

Your Name

Your Street Address
City, State, Zip Code
Telephone number
Email address

Objective:

List your job objective (target) here

Related Experience:

Summarize your qualifications from each of your past jobs. List those which best fit with the job target first. Use action Keywords to add energy and strength to your statements. Quantify your accomplishments whenever possible.

Employment:

Job Title, Company name, City, State
Dates of Employment

Job Title, Company name, City, State
Dates of Employment

Job Title, Company name, City, State
Dates of Employment

Education:

University Name, City, State
Type of degree conferred or pursuing (full degree name)
Date(s)

Activities/Professional Associations:

List activities or other related items here (volunteer work, offices held, etc.)

Honors/Awards:

List honors and awards, publications, etc.