

# Resume Example

## Your Name

Address, City, ST, ZIP Code

Telephone:

Email:

## Summary and/or Objective

Enter your career summary and/or objective here.

## Education (Repeat for each degree or certificate)

DEGREE OR CERTIFICATE

DATE EARNED

SCHOOL

GPA IF RELEVANT

Major:

Minor: List if applicable.

Related coursework: List if applicable.

## Skills or Experience (Repeat for each skill or description)

Description

## Employment History (List previous jobs in chronological order)

DATES FROM - TO | COMPANY | CITY, STATE

JOB TITLE | DESCRIPTION (This is the place for a brief summary of your key responsibilities and most stellar accomplishments.)

## Licenses (Repeat for each license)

## References (Repeat for each license)

List 3 references that include Name, Address & Phone Number, or write Available upon request.

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