

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)

JOB TITLE | COMPANY | DATES FROM - TO

This is the place for a brief summary of your key responsibilities and most stellar accomplishments.

Licenses (Repeat for each license)

Description

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

Name, Address & Phone Number

Available upon request.