

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.

Name, Address & Phone Number or Available Upon Request.