

[Your Name]

[Street Address, City, ST ZIP Code] [Phone number] [E-mail address]

Objective

[Describe your career goal or ideal job.]

Experience

[Job Title]

[Dates of employment] [Company Name], [City, ST]

- [Job responsibility/achievement]
- [Job responsibility/achievement]
- [Job responsibility/achievement]

[Job Title]

[Dates of employment] [Company Name], [City, ST]

- [Job responsibility/achievement]
- [Job responsibility/achievement]
- [Job responsibility/achievement]

[Job Title]

[Dates of employment] [Company Name], [City, ST]

- [Job responsibility/achievement]
- [Job responsibility/achievement]
- [Job responsibility/achievement]

[Job Title]

[Dates of employment] [Company Name], [City, ST]

- [Job responsibility/achievement]
- [Job responsibility/achievement]
- [Job responsibility/achievement]

Education

[School Name], [City, ST]

[Dates of attendance]

- [Degree obtained]
- [Special award/accomplishment or degree minor]

Interests

[Briefly list interests that may pertain to the type of job you want.]

References

References are available on request.