

Your Name

Objective

Name the position/type of job you are seeking to acquire

Experience

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

[Job Title]

- List skills you were trained, acquired, or learned

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

[Job Title]

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

Education

[Dates of attendance] [School Name] [City, ST]

[Degree Obtained]

- [Special award/accomplishment or degree minor]

References

References are available on request.