

Your Name

Address Line 1

City, State Zip Code

phone #, e-mail

OBJECTIVE

Write a brief phrase here, describing the type of work you are seeking.
Name the particular company and position.

QUALIFICATION -- Using the job description, place a heading here that is one of the required assets or skills.

In a bullet list, detail how you have successfully demonstrated or gained experience with this asset or skill. Use action words to describe work responsibilities you have fulfilled that are relevant to the job for which you are applying.

QUALIFICATION -- Using the job description, place another heading here that is one of the required assets or skills.

Using active, past-tense verbs where possible, describe how you have demonstrated proficiency in another of the required or preferred skills or qualities listed in the job description.

QUALIFICATION -- Using the job description, place another heading here that is one of the required assets or skills.

Describe another demonstrated proficiency. Mention only the most crucial points, and use phrases that will catch your reader's attention.

WORK HISTORY

Briefly list the jobs referenced above, giving each job one line for job, location, and date.

EDUCATION

Degree earned, school name, year of graduation (or expected graduation date).

You may also name relevant course work here for college classes you have taken in the field that give you knowledge or experience for this job.

COMPUTER SKILLS

- If relevant, list software applications, operating systems, and pertinent hardware information with which you are proficient.

LICENSES, CERTIFICATES, & AWARDS

- List licenses, certificates, & awards you hold that are pertinent to the job you are seeking. Include the year you obtained each license or certificate.
- List other relevant work or volunteering you have done.

SKILLS & INTERESTS

- You may use this space to describe skills and to say something that might capture their interest to spark conversation in an interview.

References available upon request.