

Name

Street • City, State • Zip

Objective

Write a short statement about the purpose of your resume, indicating if it is for a specific company and/or for a specific career (field of work specific).

Employment

Company Name - City, State, Dates of employment (e.g. January 2005 to present)

Job Title

- Write two or three bulleted statements about the work you performed beginning with activities that are relevant to your current job search.
- Express how your performance made you an asset to the company, it's bottom line, your co-workers, customers, etc.
- Be positive but be accurate; neither exaggerate or understate what you brought to the job.

Company Name - City, State, Dates of employment (e.g. May 2003 to Jan 2005)

Job Title

- Leave some white space between companies to make it easy for an interviewer to distinguish between your jobs.
- Prioritize your job activities in accordance with how they relate to your resume objective.

Company Name - City, State, Dates of employment

Job Title

- Keep listing your jobs, going back ten to fifteen years, or to the first one, if you have limited job experience.
- Start statements with active verbs like "accomplished, organized, created" whenever possible
- Refrain from using the word "I". Your interviewer knows the resume is about you!

Additional Experience

- Use this section when your job experience spans more than ten to fifteen years.
- Or use this section to detail relevant volunteer experience.
- Prioritize additional experience as it relates to your current job search.

Education

Your course of study or degree

Name of School - attendance dates (e.g. 1995 to 1999)

- List courses that are relevant to your resume objective
 - List extra-curricular activities, honors, awards, etc that are relevant to your resume objective.
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Skills	<ul style="list-style-type: none">• Personal Skills:• Equipment Skills:• Office skills:	Use this section to detail relevant personal and professional skills that don't appear elsewhere on your resume.
Activities	<ul style="list-style-type: none">• Community Service• Professional Affiliations• Memberships• Volunteer Work	Use this section to detail relevant personal and professional activities that don't appear elsewhere on your resume.