

[Your Name]

[Street Address]
[Address 2]
[City, ST ZIP Code]
[phone]
[e-mail]

Objective

[Describe your career goal or ideal job.]

Employment History

[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

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

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

Other Experience

[Briefly list additional skills or experience.]

References

References are available on request.