

YOUR NAME

Street Address | City, ST ZIP Code

Phone | Email

SUMMARY

Write a couple sentences to describe your experience and work philosophy and/or list your most relevant skills.

EXPERIENCE

Job Title 1, Company Name

Dates From – To

City, ST

- Use the “Action Verbs + Details + Results” formula to describe your key responsibilities and most stellar accomplishments.
- Keep your sentences short and to the point so they are easy to read.

Job Title 2, Company Name

Dates From – To

City, ST

- Include keywords from job descriptions for the type of jobs you’re applying for.
- Focus on your most relevant/transferrable skills and experience.

Job Title 3, Company Name

Dates From – To

City, ST

- Include slightly more experience than the position requires.
- Use less space for less relevant & older positions, or leave them off entirely.

EDUCATION

School Name – Location – Degree

- Include awards & honors, GPA if above 3.5

CERTIFICATIONS

- List any relevant certifications, ie First Aid, CompTIA A+, Security Guard Certification, CDL

INSERT SECTION HEADER

- What else makes you stand out? This could be a place for volunteer experience, professional activities, or any accomplishments not listed above.