



Resume Template

First and Last Name

Street Address, City, State Zip
Cell Phone Number
E-mail Address

Home Phone Number
Cell Phone Number
Work Phone Number

Objective: State career objective here

Professional

Experience:

Name of Company #1 and Address

Position Title #1

In two or three sentences describe your current duties and responsibilities. List accomplishments in bullet points.

- Accomplishment #1
- Accomplishment #2

Name of Company #2 and Address

Position Title #2

Dates of Employment

In two or three sentences describe the major duties and responsibilities of the position. List accomplishments in bullet points.

- Accomplishment #1
- Accomplishment #2

Name of Company #3 and Address

Position Title #3

Dates of Employment

In two or three sentences describe the major duties and responsibilities of the position. List accomplishments in bullet points.

- Accomplishment #1
- Accomplishment #2

Education: Name of School #1 and Address
Dates of Attendance

- Use bullet points to list relevant courses
- Use bullet points to list relevant accomplishments

Name of School #2 and Address
Dates of Attendance

- Use bullet points to list relevant courses
- Use bullet points to list relevant accomplishments

Hobbies: List outside interests and activities. Bullet point significant accomplishments or skills you developed through your hobby that you believe will help you perform better for the company.

References: List business references only.