

YOUR NAME

Address, City, State, Zip Code

Home and Cell Phones

E-mail

EDUCATION AND PROFESSIONAL TRAINING

Degrees, credentials, awards, achievements, honors, seminars, clearances, licenses.

OBJECTIVE: A position that uses your talents, with an emphasis on your special skills.

SUMMARY

- Number of years of work experience, paid and unpaid, relevant to target
- Accomplishment(s) that prove your unique candidacy for this position
- Qualifications geared for the objective position or company requirements
- Other things the employer will like to know — proficiencies, characteristics, achievements, training, credentials and education

PROFESSIONAL EXPERIENCE AND ACCOMPLISHMENTS

[dates] **Job Title** Employer, Employer's Location

A brief synopsis of your purpose in the company, detailing essential functions and products you managed, and your customer base.

- An achievement made during position pertinent to target
- A second achievement made during position also pertinent to target
- More achievements — awards, recognition, promotion, raise, praise, training

[dates] **Job Title** Employer, Employer's Location

An even briefer synopsis of your purpose in the company, overviewing functions, products, customer base.

- An achievement made during this position that is applicable to target
- More achievements — awards, recognition, promotion, raise, praise, training

* *List three previous jobs with the same detail as above; divide jobs according to job title, not employer.*