Name First Last

Contact Information City, ST │ appropriate email address │ Phone Number with voicemail

**Highlights**

* Add both technical and interpersonal
* List years of experience
* List certificates, trainings
* Reference the job description
* People skills
* Computer Programs

**Education**

School Name, City St Major/Degree

School Name, City St Major/Degree

Relevant coursework: Math, Accounting, Business Law, Microsoft Office, Marketing

**Work Experience**

***Type of Function***

* Summary of how you know the task
* Include task that will be relevant to the type of jobs you are applying for
* Start with an action verb and focus on what you did
* All items will be present tense

***Type of Function***

* Summary of your job
* Including duties performed by you focus on what you accomplished
* Start with an action verb
* Try to use the line completely

**Work Summary**

Position, Company Name Dates MM/YYYY-MM/YYYY

Position, Company Name Dates MM/YYYY-MM/YYYY

Position, Company Name Dates MM/YYYY-MM/YYYY

Position, Company Name Dates MM/YYYY-MM/YYYY

Position, Company Name Dates MM/YYYY-MM/YYYY