

Full Name
Street
City, State, Zip Code
Phone
Email

JOB OBJECTIVE: The job title you want

SUMMARY OF QUALIFICATIONS

- How much experience you have in the field of your job objective, in a related field, or using the skills you've acquired in your current position.
- An overall career accomplishments that shows you are good at this job.
- What someone would say about you as a recommendation.

PROFESSIONAL EXPERIENCE

20xx – Present Job Title, **Company Name**, City, State

- An accomplishment from this position that showing a skill that was not in the basic job description.
- A problem you solved using the above skill and the positive results
- A time when you used a skill that helped your department, division that had a positive effect on the company bottom-line, client relations, etc.
- A project that you are proud of that that supports your career objective
- Another accomplishment that with quantifiable results (% , or \$)
- Awards, publications that you achieved that relates to your job objective

20xx – xx Job Title, **Company Name**, City, State

- An accomplishment from this position that showing a skill that was not in the basic job description.
- A problem you solved using the above skill and the positive results
- A project that you are proud of that that supports your career objective
- Another accomplishment that with quantifiable results (% , or \$)

20xx – xx Job Title, **Company Name**, City, State

- An accomplishment from this position that showing a skill that was not in the basic job description.
- A problem you solved using the above skill and the positive results
- A project that you are proud of that that supports your career objective

EDUCATION

Degree Major, Graduation Year
University, City, State

Degree Major, Graduation Year
University, City, State

AWARDS AND CERTIFICATIONS

Certificates that relate to your career objective
Awards from community or company