

Your Name

Your Street Address
City, State, Zip Code
Telephone number
Email address

Objective:

List your job objective (target) here

Summary of Qualifications:

Summarize your qualifications from each of your past jobs. List those which best fit with the job target first. Use action Keywords to add energy and strength to your statements.
Quantify your accomplishments whenever possible.

Employment History:

Job Title

Company name, City, State
Dates of Employment

Job Title

Company name, City, State
Dates of Employment

Job Title

Company name, City, State
Dates of Employment

Education:

University Name, City, State
Type Degree (full degree name)
Date

Activities:

List activities

Honors/Awards:

List honors and awards, publications, etc.