[Address, phone, email]

[Your Name]

|  |  |
| --- | --- |
| Objective | [Briefly describe your career goal or ideal job] |

|  |  |  |  |
| --- | --- | --- | --- |
| Experience | [Dates] | [Company Name] | [City, ST] |

|  |  |
| --- | --- |
|  | [Job Title]  * [Job responsibility/achievement] * [Job responsibility/achievement] * [Job responsibility/achievement] |

|  |  |  |  |
| --- | --- | --- | --- |
|  | [Dates] | [Company Name] | [City, ST] |

|  |  |
| --- | --- |
|  | [Job Title]  * [Job responsibility/achievement] * [Job responsibility/achievement] * [Job responsibility/achievement] |

|  |  |  |  |
| --- | --- | --- | --- |
|  | [Dates] | [Company Name] | [City, ST] |

|  |  |
| --- | --- |
|  | [Job Title]  * [Job responsibility/achievement] * [Job responsibility/achievement] * [Job responsibility/achievement] |

|  |  |  |  |
| --- | --- | --- | --- |
|  | [Dates] | [Company Name] | [City, ST] |

|  |  |
| --- | --- |
|  | [Job Title]  * [Job responsibility/achievement] * [Job responsibility/achievement] * [Job responsibility/achievement] |

|  |  |  |  |
| --- | --- | --- | --- |
| Education | [Dates] | [School Name] | [City, ST] |

|  |  |
| --- | --- |
|  | [Degree obtained]  * [Special award, accomplishment, or degree minor] |

|  |  |
| --- | --- |
| Interests | [Briefly list interests that may pertain to the job you want] |
| References | References are available on request. |