

**Personal Finance
Resume Template**

Many word processing programs have built-in templates for writing resumes. However, I strongly suggest that you follow the template below because you will not have sufficient information to complete one of the templates. You will have to key in all the headings and the information.

Name
Address
City, State Zip
Phone number
Email address

Objective

Not necessary

Education

Dates Name of school, city state

Work Experience

Dates (starting mm/yyyy – ending mm/yyyy or present)

Job Title, Name of Employer, city, state (this goes on the same line as the dates)

- Bulleted list of responsibilities
- Include any promotions, etc.

Volunteer Experiences

Similar format to Work Experience

Activities and Affiliations

Similar format to Work Experience

Awards and Honors

Date Title of award, Organization

Skills

List of skills. You can separate your technology/computer skills

References

Name Title Address Phone number E Mail

Or

References will be furnished upon request