

Job Experience & Training Resume Template

Your Name
Street Address
City, State Zip Code
Phone
E-Mail

Objective/Qualities [Briefly describe the type of employment you are seeking and qualities that make you a good employee.]

Skills [Lists skills you have acquired through work experience, volunteering, education, family occupations, hobbies, etc.]

- Organized
- Microsoft Word
- Quick learner

Work Experience (List all jobs with most recent first)

[Job title] [Company Name] Worked [From To]
[Address] [Phone Number]

[Duties]

[Job title] [Company Name] Worked [From To]

[Address] [Phone Number]

[Duties]

Education

[Name of School] [Address] Attended [From To]

Graduated/Expect to Graduate

Hobbies/Interest

References – [Supervisor, co-worker, friend, etc.]

[Name] [Title/Relationship] [Phone Number]