

**First and Last Name**

Address Line 1

Address Line 2

City, State Zip Code

(555) 555-5555

Email address

(Be sure your email address is appropriate for business use)

**HIGHLIGHTS OF QUALIFICATIONS**

- List the most relevant information pertaining to the position that you are applying to. This is the easiest way to tailor your resume to each specific position.
- You can simply copy and paste your strongest, relevant bullet points from your work experience to this area to draw the employer in.

**WORK EXPERIENCE** (most recent back)

**Job Title**

**Employer**

- List all of your responsibilities, accomplishments, and skills

**Dates**

City, State

**Job Title**

**Employer**

- List all of your responsibilities, accomplishments, and skills

**Dates**

City, State

**Job Title**

**Employer**

- List all of your responsibilities, accomplishments, and skills

**Dates**

City, State

**VOLUNTEER EXPERIENCE**

Volunteer can be just as important, if not more, than your work experience, so be sure to include all volunteer experience!

**Volunteer Job Title**

**Organization you Volunteered for**

- List all of your responsibilities, accomplishments, and skills

**Dates**

City, State

**ADDITIONAL SKILLS**

- List any skills that are relevant to the position you are applying for such as computer programs, typing skills, or languages spoken.

**LICENSES AND CERTIFICATIONS:**

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**EDUCATION**

**Educational Institution**

**Degree or Major**

\* If you have completed education above the high school level, do not put your high school information on your resume.

**Dates**

City, State

**References Available Upon Request**

(Put your references on a separate sheet to provide as requested and at your interview)