

Generic Resume Template

Name

Street address
City, State, Zip

phone number (including area code)
e-mail address

SUMMARY OF QUALIFICATIONS

A summary of your qualifications, skills and experiences. Use action verbs: three to six lines of text is typical, but not necessary. Strive for conciseness. If adding bullets, include below in a column (table) format.

Specific skills include:

- XX
- XX
- XX
- XX

PROFESSIONAL EXPERIENCE

Company name, City, State
Brief description of company

year - year

First job title, lower case, bolded (year - year)
Summary of responsibilities (1-2 sentences)

- First item in list of accomplishments. This should be the most important or have the most relevance to the position you are applying for. Include challenge, how you met it (with quantifiable results if possible).
- Second item in list of accomplishments.

Second job title, lower case, bolded (year - year)
Summary of responsibilities (1-2 sentences)

- First item in list of accomplishments. This should be the most important or have the most relevance to the position you are applying for. Include challenge, how you met it (with quantifiable results if possible).
- Second item in list of accomplishments.

Second company name, City, State
Brief description of company

year - year

Job title, lower case, bolded
Summary of responsibilities (1-2 sentences)

- First item in list of accomplishments. This should be the most important or have the most relevance to the position you are applying for. Include challenge, how you met it (with quantifiable results if possible).
- Second item in list of accomplishments.

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EDUCATION / CERTIFICATIONS

Degree, Name of college / university, City, State (highest level of education listed first)

Degree, Name of college / university, City, State

PROFESSIONAL AFFILIATIONS

Title / position (if applicable), Name of affiliation, City, State, year joined or years as member

Title / position (if applicable), Name of affiliation, City, State, year joined or years as member

TECHNICAL SKILLS
MILITARY EXPERIENCE
PUBLISHED ARTICLES