

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.

EXPERIENCE

Type of Experience (Management, clerical, retail, sales, customer service, factory, hospital, volunteer, etc.)

- Description
- Description

Type of Experience

- Description
- Description

Type of Experience

- Description
- Description

LICENSES AND CERTIFICATIONS

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ADDITIONAL SKILLS

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

EDUCATION

Educational Institution
Degree or Major

Dates
City, State

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

References Available Upon Request

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