

Your Last Name
Announcement # (See Objective)

First, MI, Last Name

719.555.1212 H

719.555.1313 C

Citizenship: US

Veterans Preference: 10 pts

Email Address
Street Address, Apt #
City, State Zip Code

Objective: Vacancy #, Job Title

Summary of Experience

Briefly outline your experience and highlight specifically what relates to the position that you are applying to.

Work Experience

Job Title

Employers Name

Employers Street Address

City, State Zip Code

mm/yy - Present

S: Supervisors Name

P: 555.555.1212 May contact

40 hrs/w, \$00,000/yr

Provide detailed examples of your experience and accomplishments as it relates to the job that you are applying to.

Job Title

Employers Name

Employers Street Address

City, State Zip Code

mm/yy – mm/yy

S: Supervisors Name

P: 555.555.1212 May contact

40 hrs/w, \$00,000/yr

Provide detailed examples of your experience and accomplishments as it relates to the job that you are applying to.

Job Title

Employers Name

Employers Street Address

City, State Zip Code

mm/yy – mm/yy

S: Supervisors Name

P: 555.555.1212 May contact

40 hrs/w, \$00,000/yr

Provide detailed examples of your experience and accomplishments as it relates to the job that you are applying to.

Job Title

Employers Name

Employers Street Address

City, State Zip Code

mm/yy – mm/yy

S: Supervisors Name

P: 555.555.1212 May contact

40 hrs/w, \$00,000/yr

Provide detailed examples of your experience and accomplishments as it relates to the job that you are applying to.

Education

mm/yy Master's of Arts in Organizational Management, GPA 3.85

Name of University, City, State Zip Code

(if no degree, show total credit hours earned and whether semester or quarter hours)

mm/yy Bachelor's of Science in Human Resources Management, GPA 3.76

Name of University, City, State Zip Code

mm/yy Diploma/GED
Name of your High School/GED, City, State Zip Code

(for the rest of the headings, please list what is job related)

Training

(Title of course and year)

Skills

(e.g. other languages, computer software/hardware, tools, machinery, typing speed, etc.)

Certificates or licenses

(Current only; Include type of license or certificate, date of latest license, and State or other licensing agency)

Honors, Awards, and Special Accomplishments

(e.g. publications, memberships in professional honor societies, leadership activities, public speaking and performance awards) (Give dates but do not send documents unless requested)

Other Information

(Add other information that is specified in the vacancy announcement)