

If you try to create a resume without first clearly identifying what your objectives are and how you want to be perceived, your resume will lack focus and direction.
Resume writing is a SKILL that we have to learn how to do well.

Legal Name

Street Address

City, State, Zip

Phone with area code

Professional email

GENERAL QUALIFICATIONS (3 to 5 bulleted statements highlighting your general transferrable skills)

- _____
- _____
- _____
- _____

Summary of Experience Heading (see back for examples)

- _____
- _____
- _____
- _____

Summary of Experience Heading (see back for examples)

- _____
- _____
- _____
- _____

Summary of Experience Heading (see back for examples)

- _____
- _____
- _____
- _____

EMPLOYMENT HISTORY

Job Title _____ **Dates employed**
Name of Organization, City, State

EDUCATIONAL BACKGROUND

Name of degree/certificate/license _____ **Dates graduated**
Name of granting institution, City, State

REFERENCES

First/Last Name, Relationship to you
Name of Organization, Job Title
Full street address
City, State Zip
Phone
Email

**Note: it is OK to have a resume that is more than 1 page, especially if you are transitioning or have been in the workforce for a while. Just be sure that sections are not broken up by page breaks.*