

[Your Name]

Objective [Briefly describe your career goal or ideal job.]

Experience [Dates of employment] [Company Name] [City, ST]

[Job Title]

- [Job responsibility/achievement]
- [Job responsibility/achievement]
- [Job responsibility/achievement]

[Dates of employment] [Company Name] [City, ST]

[Job Title]

- [Job responsibility/achievement]
- [Job responsibility/achievement]
- [Job responsibility/achievement]

[Dates of employment] [Company Name] [City, ST]

[Job Title]

- [Job responsibility/achievement]
- [Job responsibility/achievement]
- [Job responsibility/achievement]

[Dates of employment] [Company Name] [City, ST]

[Job Title]

- [Job responsibility/achievement]
- [Job responsibility/achievement]
- [Job responsibility/achievement]

Education [Dates of attendance] [School Name] [City, ST]

[Degree obtained]

- [Special award/accomplishment or degree minor]

Interests [Briefly list interests that may pertain to the type of job you want.]

References References are available on request.