

# YOUR NAME

City, ST Zip

youremail@gmail.com

000-111-2345

## SUMMARY STATEMENT

A preview of who you are, what you bring to the table, and how you will be a good fit for the company through your experiences, knowledge and abilities. Can also serve as your “elevator pitch”

## SUMMARY OF SKILLS

- List your most important job skills here for each job that you apply for
- Review the job ad carefully and include specific skills required for the position
- Be sure to list computer skills, language skills, or industry certifications
- The best resumes are typically 1 page and should not be more than 2

## WORK EXPERIENCE

Company Name

01/2000 – 01/2000

City, State

### Job Title

Begin with your most recent employer. Write a brief summary of your job.

- Define specific job activities and responsibilities here
- List a project or achievement using statistics, facts, or dollar amounts
- Use action verbs like “produced” or “created” instead of “responsible for”

Company Name

01/2000 – 01/2000

City, State

### Job Title

Describe your job in a brief sentence or two summarizing your responsibilities.

- Employers like to read short statements describing skills and accomplishments
- Use [www.ONETonline.org](http://www.ONETonline.org) to help you define prior job skills and tasks

Company Name

01/2000 – 01/2000

City, State

### Job Title

Do not list jobs going back more than 10 years unless specific skills support current job goals.

- Be prepared to explain large gaps in your employment history
- Personal pronouns such as “I, we, they” should **never** appear on your resume

## EDUCATION

School, Location

List degree or certification

(Do *not* put the year of graduation. Do not list high school if you attended college. If you didn’t finish college number of credit hours earned. Be sure to list any additional certifications and where earned.)

## AWARDS AND ACTIVITIES

- List any internships or community work
- List any special awards or honors