

Name

Street, City, State, ZIP • Phone • Email

JOB OBJECTIVE

Very concisely state what job you would like next.

CAREER SUMMARY

- Write three or four bullet statements that summarize your career experience and why you would be good at your job objective. Each statement should be no longer than two lines.
- Your statements should highlight your relevant strengths such as experience, skills, community service, and personality traits.
- Prioritize the statements in this section so the most relevant one comes first.

PROFESSIONAL EXPERIENCE

Company Name, City, State, 20xx – Present

Job Title

- Write two or more bullet statements about the work you performed on this job and what you learned or accomplished that's relevant to your job objective.
- Quantify results of your accomplishments when possible and appropriate; refer to how you positively affected the organization, the bottom line, your boss, co-workers, or customers.
- Mention on-the-job awards or commendations you received that relate to your job objective.

Company Name, City, State, 20xx – 20xx

Job Title

- Write two or more bullet statements about the work you performed on this job and what you learned or accomplished that's relevant to your job objective. Follow the tips mentioned above.
- Prioritize the statements under each Job Title section so the most relevant one comes first.

Company Name, City, State, 19xx – 20xx

Job Title

- Write two or more bullet statements about the work you performed on this job and what you learned or accomplished that's relevant to your job objective. Follow the tips mentioned above.
- Prioritize the statements under each Job Title section so the most relevant one comes first.

EDUCATION

Degree, Major [if relevant], year received

School, City, State

SKILLS/STRENGTHS

- List specific skills that illustrate your exceptional capabilities and/or relate specifically to the job for which you are applying.
- Some skills you might highlight include communication, writing, presentation, organizational, and particularly technological skills/knowledge.

AWARDS/HONORS

- List specific awards, honors, or accomplishments that illustrate your exceptional capabilities and/or relate specifically to the job for which you are applying.

PROFESSIONAL MEMBERSHIPS/CERTIFICATIONS

- List professional organization affiliations and/or certifications you hold that are relevant to the position for which you are applying.

VOLUNTEER WORK/COMMUNITY SERVICE

Organization, Position title and/or description of services, 20xx – Present

Organization, Position title and/or description of services, 20xx – 20xx