

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 ACCOMPLISHMENTS

KEY SKILL

- Write two or more bullet statements about employment or volunteer activities in which you used this skill.
- 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 awards or commendations you received that required this skill.
- If you used this skill to solve problems, briefly describe the problems and results.

KEY SKILL

- Write two or more bullet statements, following the tips mentioned under the first Key Skill section.
- Prioritize the statements under each Key Skill section so the most relevant one comes first.

WORK HISTORY

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

Job Title

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

Job Title

EDUCATION

Degree, Major [if relevant], year received

School, City, State

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