

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.

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Legal Name

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Street Address

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City, State, Zip

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Phone with area code

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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.*