

NAME

Street Address
City, State Zip
Main contact number
Job Search Email

OBJECTIVE

Obtain position as the _____ at _____.

POSITION SPECIFIC QUALIFICATIONS

- _____
- _____
- _____
- _____

EDUCATION

Name of degree/certificate/license
Name of granting institution, City, State

Dates graduated

PROFESSIONAL EXPERIENCE

Summary of Experience Heading

- _____
- _____
- _____
- _____

Summary of Experience Heading

- _____
- _____
- _____
- _____

Summary of Experience Heading

- _____
- _____
- _____
- _____

EMPLOYMENT HISTORY*

Job Title
Name of Organization, City, State

Dates employed

*List in chronological order/last 5 jobs or past 10 years

REFERENCES

First/Last Name, Relationship to you

Name of Organization, Job Title

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.*