

Name

Street Address
City, State Zip Code
Telephone Number
Email address

Objective

(Optional)

Professional Summary or Professional Accomplishments

Summarize work experience and/or specific accomplishments that relates to the job this resume is being used for.

Work History

Job Title

Company Name, City, State
Job description that includes Action Words

Dates of Employment

Job Title

Company Name, City, State
Job description that includes Action Words

Dates of Employment

Job Title

Company Name, City, State
Job description that includes Action Words

Dates of Employment

Education

Degree, date of graduation
University or College name
City, State

Honors and Awards

(If any)

Professional Affiliations

(If any)

Military Experience

(If any and if relevant)