

Your Name
Street Address
City, State Zip
Phone
Email

SKILLS/ABILITIES

List the most relevant skill for the job you are applying for

- List specific experiences where you utilized this skill
- Use action words to emphasize skill
- List brief to-the-point examples

List the next relevant skill

- List specific experiences where you utilized this skill
- Use action words to emphasize skill
- List brief to-the-point examples

List the next relevant skill

- List specific experiences where you utilized this skill
- Use action words to emphasize skill
- List brief to-the-point examples

WORK HISTORY

Job Title

Month Year - present

Company Name
City, State

Job Title

Month Year – Month Year

Company Name
City, State

EDUCATION & TRAINING

Training (indicate certification if applicable)

Month Year

Program Name, City, State

Training (indicate certification if applicable)

Month Year

Program Name, City, State

Diploma or GED

Month Year

High School/Program, City, State