

Name

Street Address

City, State Zip

Phone

Email

OBJECTIVE

Seeking a position as a [insert name of position] or Seeking a position in [insert name of industry]

EDUCATION

School Name, City, State

Degree/Certificate

YEAR – YEAR

EXPERIENCE

Company Name, City, State

YEAR – YEAR

Job Title

- Job Duties
- Job Duties
- Job Duties

Company Name, City State

YEAR – YEAR

Job Title

- Job Duties
- [Job Duties
- Job Duties

SKILLS

Foreign Language Fluency

Computer / Technical skills

VOLUNTEER

List any volunteer work that you have done