

Objective [Describe your career goal or ideal job]

Work Experience [Job Title]
[Dates of Employment] - [Company Name], [City, ST]
▪ [Job responsibility/Achievement]
▪ [Job responsibility/Achievement]
▪ [Job responsibility/Achievement]

[Job Title]
[Dates of Employment] - [Company Name], [City, ST]
▪ [Job responsibility/Achievement]
▪ [Job responsibility/Achievement]
▪ [Job responsibility/Achievement]

Additional Experience [Job Title]
[Dates of Employment] - [Company Name], [City, ST]
▪ [Job responsibility/Achievement]
▪ [Job responsibility/Achievement]
▪ [Job responsibility/Achievement]

[Job Title]
[Dates of Employment] - [Company Name], [City, ST]
▪ [Job responsibility/Achievement]
▪ [Job responsibility/Achievement]
▪ [Job responsibility/Achievement]

Education [School Name], [City, ST]
[Dates of attendance]
▪ [Degree obtained]
▪ [Special award, accomplishment, or degree minor]