**YOUR NAME**

Address (city, state and zip code at least)

Contact Phone Number

Email address (keep it professional)

**SUMMARY OF QUALIFICATIONS** *(3-5 bullet points that show your qualifications for the job)*

* 1st bullet should show what experience you have for the job you are targeting
* Then add 2 – 4 more bullets, showing **skills** and personal **traits** that qualify you for this position.
* Use key words from the job posting and focus on the employer’s needs.
* This section needs to target each employer based on the specific qualifications they are seeking.

**WORK EXPERIENCE** *(include up to a 10- year work history with dates)*

Most Recent Employer Name City and State

**Most Recent Job Title (bolded)** Dates worked(month and year)

* Give examples of your accomplishments.
* Avoid using just a list of duties and responsibilities.
* Show the value you added to your last employer’s business.
* Use statements that show a **problem** you tackled, the **actions** you took and the **results.**
* Use fewer bullets here if you do not want to go back to this type of work. Use more bullets

if you need to show more accomplishments that are relevant to the employer.

* Remember to include strong examples that show your value.

Employer Name City and State

**Job Title (bolded)** Dates worked (month and year)

* Continue with examples of your accomplishments.
* As stated above, try to use some of the key words from the job posting as appropriate in…
* this Work Experience section as well

Employer Name City and State

**Job Title** **(bolded)** Dates worked (month and year)

* Job history continued up to 10 years
* If the relevant work you did was more than 10 years ago, insert a separate heading called RELEVANT EXPERIENCE and insert it before the 10 year Work Experience section. Add a few bullets without dates or locations describing your relevant experience.

**EDUCATION**

School Name or Institution City and State

**Degree** (bolded and spelled out) Recent Degree Date(<10years otherwise leave date off)

**VOLUNTEER EXPERIENCE** (if relevant or to cover a gap)

**CERTIFICATES/LICENSES** (if applicable)

**YOUR NAME**

Address (city, state and zip code at least)

Contact Phone Number

Email address (keep it professional)

**SUMMARY OF QUALIFICATIONS** *(3-5 bullet points that show your qualifications for the job)*

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if you need to show more accomplishments that are relevant to the employer.

* Remember to include strong examples that show your value.

Employer Name City and State

**Job Title (bolded)** Dates worked (month and year)

* Continue with examples of your accomplishments.
* As stated above, try to use some of the key words from the job posting as appropriate in…
* this Work Experience section as well

**RELEVANT WORK EXPERIENCE**

* Work experience 10 years an older but relevant to the job applied for
* Continue with work experience relevant to job applied for that organization and their needs
* Continue with work experience relevant to job applied for that organization and their needs

**EDUCATION**

School Name or Institution City and State

**Degree** (bolded and spelled out) Recent Degree Date(<10years otherwise leave date off)

**VOLUNTEER EXPERIENCE** (if relevant or to cover a gap)

**CERTIFICATES/LICENSES** (if applicable)