

Name
Street
City, State Zip
Phone, Fax, E-mail

JOB OBJECTIVE

The job you want next

SUMMARY OF QUALIFICATIONS

- How much experience you have in the field of your job objective, in a related field, or using the skills required for your new position.
- An overall career accomplishment that shows you'd be good at this job.
- What someone would say about you as a recommendation.

PROFESSIONAL EXPERIENCE

19xx-pres. **Company Name, City, State**
Job Title

- An accomplishment you are proud of that shows you're good at this profession.
- A problem you solved and the results.
- A time when you positively affected the organization, the bottom line, your boss, your co-workers, your clients.
- Awards, commendations, publications, etc., you achieved that relate to your job objective.

19xx-xx **Company Name, City, State**
Job Title

- A project you are proud of that supports your job objective.
- Another accomplishment that shows you're good at this line of work.
- Quantifiable results that point out your skill.

19xx-xx **Company Name, City, State**
Job Title

- An accomplishment you are proud of that shows you will be valued by your next employer.
- An occasion when someone "sat up and took notice" of your skill.

EDUCATION

Degree, Major (if relevant), 19xx (optional)
University, City, State