

[Your Name]

[Street Address], [City, ST ZIP Code]•[phone]•[e-mail]

Objective

[Describe your career goal or ideal job.]

Education

[Dates of attendance]

[School Name]

[City, ST]

[Degree Obtained]

- Completer or Major (i.e. Veterinary Science or Certificate in Cosmetology)

Coursework:

Academic Awards/Achievements:

Experience

[Dates of employment]

Organization Name

[City, ST]

[Job Title]

- [Job responsibility/achievement]
- [Job responsibility/achievement]
- [Job responsibility/achievement]

[Dates of employment]

Organization Name

[City, ST]

[Job Title]

- [Job responsibility/achievement]
- [Job responsibility/achievement]
- [Job responsibility/achievement]

Computer Skills

- List your computer skills here

Involvement/Activities

- Activity/Dates
- Activity/Dates
- Activity/Dates

References

References are available on request.