

Address  
City, State Zip  
Phone number

# Your Name

**Objective:** State what kind of job you're looking for

**Profile:** (Examples: Flexible, hard-worker, quick to learn, great customer service Skills)

**Special Skills:** Include languages, keyboarding, machines you can operate, etc.

**Work** (*most recent first*)

**Experience:** Start Date-end date Company name Location

**Job Title**

- accomplishments
- accomplishments

Start Date-end date Company name Location

**Job Title**

- accomplishments
- accomplishments

Start Date-end date Company name Location

**Job Title**

- accomplishments
- accomplishments

list all jobs in this format

**Education:** date-date Ronald M. Hubbs Center Location  
**Accomplishment** (like "Earned Diploma")

Date-date Name of School Location

**Accomplishments**

**References:** Available on request