

## **Name**

Street • City, State Zip • Phone • Email

### **JOB OBJECTIVE**

Very concisely state what job you would like next.

### **SUMMARY**

- Write three or four bullet statements that summarize why you would be good at your job objective. Each statement should be no longer than two lines.
- Your statements should highlight your relevant strengths such as experience, skills, community service, and personality traits.
- Prioritize the statements in this section so the most relevant one comes first.

### **PROFESSIONAL EXPERIENCE**

COMPANY NAME, City, State, 20xx-present

#### **Job Title**

- Write two or more bullet statements about the work you performed on this job and what you learned or accomplished that's relevant to your job objective.
- Quantify results of your accomplishments when possible and appropriate; refer to how you positively affected the organization, the bottom line, your boss, co-workers, or customers.
- Mention on-the-job awards or commendations you received that relate to your job objective.

COMPANY NAME, City, State, 20xx-xx

#### **Job Title**

- Write two or more bullet statements about the work you performed on this job and what you learned or accomplished that's relevant to your job objective. Follow the tips mentioned above.
- Prioritize the statements under each Job Title section so the most relevant one comes first.

COMPANY NAME, City, State, 19xx-xx

#### **Job Title**

- Write two or more bullet statements about the work you performed on this job and what you learned or accomplished that's relevant to your job objective. Follow the tips mentioned above.
- Prioritize the statements under each Job Title section so the most relevant one comes first.

### **EDUCATION**

Degree, Major [if relevant], 20xx  
School, City, State

### **COMMUNITY SERVICE**

Organization, Position held, 20xx-present  
Organization, Position held, 20xx-xx