

RESUME TEMPLATE

First and Last Name

Street Address (optional)

City, State and Zip

Telephone Number

Email Address

Summary

_____ professional with more than _____ years of experience, specializing in _____ industry. An expert at _____ and _____. Known to be _____, _____, and _____. Capable of being _____, _____, and _____.

Skills

- _____
- _____
- _____
- _____
- _____
- _____

Work Experience

Name of Company or Organization

City and State

Job Title

Year – Year

- _____
- _____
- _____

Education and/or Certification

Diploma/Certification

Name of School

City and State