

[Street Address]
[City, ST ZIP Code]
[Telephone] | [Website]
[Email]

[YOUR NAME]

OBJECTIVE A **resume objective** is typically one or two sentences long. The most effective **objective** is one that is tailored to the job you are applying for. It states what kind of career you are seeking, and what skills and experiences you have that make you ideal for that career.

PROFESSIONAL ACHIEVEMENTS **[FIELD OR AREA OF ACCOMPLISHMENT]**

[Achievement]

[Achievement]

[Achievement]

[FIELD OR AREA OF ACCOMPLISHMENT]

[Achievement]

[Achievement]

[Achievement]

[FIELD OR AREA OF ACCOMPLISHMENT]

[Achievement]

[Achievement]

[Achievement]

SKILLS [Professional or technical skills]

[Professional or technical skills]

[Professional or technical skills]

[Professional or technical skills]

WORK HISTORY **[JOB TITLE, COMPANY NAME, CITY, STATE]**

[Dates From – To]

[JOB TITLE, COMPANY NAME, CITY, STATE]

[Dates From – To]

[JOB TITLE, COMPANY NAME, CITY, STATE]

[Dates From – To]

EDUCATION **[DEGREE, SCHOOL NAME, LOCATION, DATE]**

You might want to include your GPA here and a brief summary of relevant coursework, awards, and honors.

[DEGREE, SCHOOL NAME, LOCATION, DATE]

You might want to include your GPA here and a brief summary of relevant coursework, awards, and honors.

REFERENCES

[REFERENCE NAME]

[Title, Company]

[Contact Information]

[REFERENCE NAME]

[Title, Company]

[Contact Information]