|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| [Address, phone, email] | | | | |
| **[Your Name]** | | | | |
| Objective | [Briefly describe your career goal or ideal job] | | | |
| Experience | [Dates] | | [Company Name] | [City, ST] |
|  | [Job Title]  * [Job responsibility/achievement] * [Job responsibility/achievement] * [Job responsibility/achievement] | | | |
|  | [Dates] | [Company Name] | | [City, ST] |
|  | [Job Title]  * [Job responsibility/achievement] * [Job responsibility/achievement] * [Job responsibility/achievement] | | | |
|  | [Dates] | [Company Name] | | [City, ST] |
|  | [Job Title]  * [Job responsibility/achievement] * [Job responsibility/achievement] * [Job responsibility/achievement] | | | |
|  | [Dates] | [Company Name] | | [City, ST] |
|  | [Job Title]  * [Job responsibility/achievement] * [Job responsibility/achievement] * [Job responsibility/achievement] | | | |
| Education | [Dates] | [School Name] | | [City, ST] |
|  | [Degree obtained]  * [Special award, accomplishment, or degree minor] | | | |
| Interests | [Briefly list interests that may pertain to the job you want] | | | |
| References | References are available on request. | | | |