

**Name**  
Street  
City, State Zip  
Phone, Email

**JOB OBJECTIVE:** The job you want next

**SUMMARY OF QUALIFICATIONS**

- \* How much experience you have in the field of your job objective, in a related field, or using the skills required for your new position.
- \* An overall career accomplishment that shows you'd be good at this job.
- \* What someone would say about you as a recommendation.

**RELEVANT EXPERIENCE**

**MAJOR SKILL**

- \* An accomplishment you are proud of that shows you have this skill.
- \* A problem you solved using this skill, and the results.
- \* A time when you used your skill to positively affect the organization, the bottom line, your boss, your clients.
- \* Awards, commendations, publications, etc., you achieved that relate to your job objective.

**MAJOR SKILL**

- \* A project you are proud of that supports your job objective.
- \* Another accomplishment that shows you're good at this line of work.
- \* Quantifiable results that point out your skill.
- \* An occasion when someone "sat up and took notice" of your skill.

**WORK HISTORY**

19xx-present	Job Title	COMPANY NAME and city
19xx-xx	Job Title	COMPANY NAME and city
19xx-xx	Job Title	COMPANY NAME and city
19xx-xx	Job Title	COMPANY NAME and city

**EDUCATION**

Degree, Major (if relevant), 19xx (optional)  
University, City, State

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