

Name

Street
City, State Zip
Phone, E-mail

Summary of Qualifications

- How much experience you have in the field of the job you're applying for, in a related field, or using the skills required for that job.
- An overall career accomplishment that shows you'd be good at this job.
- What someone would say about you as a recommendation, particularly soft skills: detail-oriented, excellent communication skills, multi-tasker, team player, etc.

Education

Advanced Manufacturing Industrial Readiness Training Program
Mount Wachusett Community College, Devens, MA

Relevant Experience

Advanced Manufacturing Skills

- An accomplishment you are proud of that shows you have this skill.
- A problem you solved using this skill and the positive results.
- A time when you used your skill to positively affect the organization, profits, your boss, or customers/clients.
- Awards, commendations, publications, etc. you achieved that relate to the job you're applying for.

Major Skill (relevant to the job)

- A project you are proud of relevant to the job you're applying for.
- Another accomplishment that shows you're good at this skill.
- Quantifiable results that point out your skill.
- Use numbers and percentages.

Work History

Job Title: Company Name, City, State Year-Year

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