**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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