**First Last**

Street Address

Phone:

E-mail: [jobseeker@yahoo.com](mailto:jobseeker@yahoo.com)

**SUMMARY**

Fill in here information on your best qualifications for the job in a paragraph form. Use a period after each sentence or phrase. Shoot for at least three lines.

**MANUFACTURING SKILLS**

* Complete these lines with various skills.
* Be specific and try to make them take up a good portion of the page.
* Use a period at the end of each entry.
* Have no more than two lines per bullet point.
* Strive for six lines.

**OTHER SKILLS**

* Use this section for another skill set.
* Strive again for six lines.
* You want to have a full resume.

**WORK EXPERIENCE**

**Job Title**: Company, Location, MA 2014-2015

**Job Title**: Company, Location, MA 2013

**Job Title**: Company, Location, MA 2012

**Job Title**: Company, Location, MA 2011

**EDUCATION**

**Name of Program or Degree**: Name of College, Location, MA 2014

**CERTIFICATIONS**

National Career Readiness Certificate

OSHA 10-hour Safety Certification

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The AMMQC program is an Equal Opportunity program. Adaptive equipment is available upon request for individuals with disabilities. This workforce product was funded by a grant awarded by the U.S. Department of Labor’s Employment and Training Administration. The product was created by the grantee and does not necessarily reflect the official position of the U.S. Department of Labor. The U.S. Department of Labor makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership.

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