

First Last

Street Address

Phone:

E-mail: 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
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CERTIFICATIONS

National Career Readiness Certificate
OSHA 10-hour Safety Certification

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