

Your Full Name

Your Address
Your Phone Number(s)
Your E-mail address

Objective

A one- or two-sentence "mission statement" here.

Employment History

Your work history appears here. Remember, this goes from your most recent job to your earliest job. The general layout would be as follows:

Date - Date

Your Company

Your Job Title

Your specific job duties

Your accomplishments. Numbers are good, even if approximate or estimated.

If you held more than one title at any company, the dates in the margin should correspond with the dates you held the title. The company name appears only once, at the top, and after the company name you should indicate the overall dates you were with that company.

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Education

Details of your education here.

Additional Courses/Skills

Other courses taken or skills you have that are relevant to your job would appear here.

Interests and Activities

Keep it brief. Three or four items at most.

References Available Upon Request