

Basic Resume Template

Your Name

Your Address

City, State, Zip

Phone Number (Home phone only)

Email Address goes here

Objective:

Skills & Accomplishments

- ◆ _____ ◆ _____
- ◆ _____ ◆ _____
- ◆ _____ ◆ _____
- ◆ _____ ◆ _____

Experience:

Most recent employer: _____ City, State: _____

Job Title: _____ Dates of Employment: _____

- ◆ _____
- ◆ _____
- ◆ _____
- ◆ _____

Experience:

Employer Number Two: _____ City, State: _____

Job Title: _____ Dates of Employment: _____

- ◆ _____
- ◆ _____
- ◆ _____
- ◆ _____

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Experience:

Employer Number Three: _____ City, State: _____

Job Title: _____ Dates of Employment: _____

- ◆ _____
- ◆ _____
- ◆ _____
- ◆ _____

Education:

Name of School/University: _____ City, State: _____

Degree or Course of Study: _____ Dates of Attendance/Graduation: _____

Additional Training: (List any seminars, workshops or additional training that will help you get this job)

- ◆ _____
- ◆ _____
- ◆ _____
- ◆ _____

Professional Associations: (List any club or volunteer activities that will help you get this job)

- ◆ _____
- ◆ _____
- ◆ _____
- ◆ _____