

YOUR NAME

Your Street Address
City, State, Zip Code
Telephone number
E-mail address

OBJECTIVE:

List your job objective (specific target) here

KEY QUALIFICATIONS:

List specific skills and accomplishments

EMPLOYMENT:

JOB TITLE(S):

Company name, City, State
Job Description (Use Action Words)
Dates of Employment

EDUCATION:

University / College Name, City, State
Degree (full degree name)
Date

AFFILIATIONS:

List affiliations

AWARDS / PUBLICATIONS:

List awards, publications, etc.