

YOUR NAME

STREET ADDRESS
CITY, STATE & ZIP CODE
AREA CODE & PHONE NUMBER

e-address

RESUME

EDUCATION: (List latest grade level and date completed. Include name of school and subject(s) studied)

EMPLOYMENT HISTORY:

DATES (from-to) List job title, name of company, a brief job description, and reason for leaving, if any.

Contact Info: (give the name and phone number of your employer)

Repeat above employment info (dates, company, contact, etc.) for all positions held in the past five years. List the most recent ones first.

QUALIFICATIONS:

List any special skills that are relevant to the position you're applying for. Try to list at least six. These may include administrative skills (typing, phones, internet, etc.), interpersonal skills (sales, customer service, etc.), or even personality traits (attention to detail, reliability, positive attitude, etc.)

Further references available on request