

Professional Resume

Personal Information

Full Name: _____
Phone Number: _____
Email Address: _____
City / State: _____

Professional Summary

I am a dependable and motivated professional with experience in _____ .
I am seeking a position as a _____
where I can use my skills in _____ .

Core Skills

1. _____
2. _____
3. _____

Work Experience

Most Recent Job

Job Title: _____
Company Name: _____
Location: _____
Dates Employed: _____
Key Responsibilities:

- _____
- _____
- _____

Previous Job

Job Title: _____
Company Name: _____
Location: _____
Dates Employed: _____
Key Responsibilities:

- _____
- _____
- _____

Education

School / College Name: _____
Degree / Certificate: _____
Graduation Year: _____

Certifications / Training

