

**NAME**  
**Address**  
**City, State, Zip**  
**Contact numbers (home/cell)**  
**Email address**

## OBJECTIVE

Including an objective is optional. If you choose to include an objective, make sure the statement is specific to a type of position. (For example...To obtain an administrative support position where skills and qualifications can be utilized to help a company achieve maximum productivity. Or... Seeking a challenging position in [job industry] utilizing my [give examples] skills.

## SUMMARY OF QUALIFICATIONS

This section is also optional. Here are some examples.

- Demonstrated ability to...
- Hands on experience in...
- Dynamic communication skills...
- Knowledge of...
- List computer skills/proficient software...

## PROFESSIONAL EXPERIENCE

**Company Name, City/State**  
*Title*

**Dates of Employment**

- Using bullets, expand on your duties with action words.
- Begin each sentence with an action word. Examples include: *Performed, Expedited, Created, Developed, Designed, Participated in, Provided, Prepared, Compiled, Administered, Handled, Coordinated*. Do not use first person phrases such as, "I" created or "I" was responsible for.
- List duties of current position in present tense, and list duties of past positions in past tense.
- Keep your resume clear and concise.
- Rule of thumb is to limit resume to 2 pages.
- Do not include personal information such as age, hobbies, graduation dates

**Company Name, City/State**  
*Title*

**Dates of Employment**

- Repeat this format for each position held.
- List your positions sequentially in order of the most recent position first.
- For each position, it is important to include not only statements of what your responsibilities are/were, but also statements about what you have accomplished. For example, statements such as 'Increased efficiencies by 20% that resulted in ....' or 'Developed a new process for....that resulted in...'
- You can include these "accomplishment" statements as bullets within each position or some people choose to include a section of Accomplishments at the top of their resume in place of a Summary of Qualifications.

**Company Name, City/State**

*Title (Dates of Employment in this position)*

**Dates of Employment**

*(Entire duration w/ Company)*

- If you have held more than one position with the same company, first list the name of the company (bolded) and the entire duration of time that you worked with that company (bolded).
- Then, break down the time you were with the company by position.
- Next to each title (in parenthesis), break down how long you were in each specific position.

*Title (Dates of Employment in this position)*

- Make adjustments to document margins as needed.
- Get together reference information including the name, title, and company of the person, contact information, as well as their relation to you.
- Ask permission from each reference and make sure you make them aware when you begin an active job search so they are prepared for getting a phone call asking for a reference on you.

**EDUCATION**

Do not list high school diploma. List your degree(s). Even if you have only attended college courses, list the college that you attended, how many years you attended or how many hours you completed and your areas of study, but be very careful to not mislead or imply that you do have a degree.

Name of College

Degree

Major

Minor

*References available upon request.*

---

**Other/alternative sections to consider including:**

- Career Summary (in place of Summary of Qualifications)
- Accomplishments & Skills
- Memberships & Affiliations
- Licenses
- Profile (in place of Objective)
- Honors or Activities