Resume Template

**Name**

**Address**

**Phone Number**

**Email**

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| --- |
| SUMMARY OF QUALIFICATIONS AND OTHER SKILLS – Highlight employment experience and specialty  [CPR, First aid, keyboarding, language, computer programs] |
|  |
| EDUCATION  [High school, college, trade or vocational school or any classes or seminars]  *Name of School City, State Major* Dates of education [Mo/Yr-Mo/YR] |

|  |  |
| --- | --- |
| PROFESSIONAL/ JOB EXPERIENCE  *[include volunteer experience]* |  |
| Job Title  Company | Dates of employment [Mo/Yr-Mo/YR]  Location of Company [City, State] |
| 1. |  |
| 2. |  |
| 3. |  |
| 4. |  |
|  |  |
| Job Title  Company | Dates of employment [Mo/Yr-Mo/YR]  Location of Company [City, State] |
| 1. |  |
| 2. |  |
| 3. |  |
| 4. |  |
|  |  |
| Job Title  Company | Dates of employment [Mo/Yr-Mo/YR]  Location of Company [City, State] |
| 1. |  |
| 2. |  |
| 3.  4. |  |