Name First Last

Contact Information City, ST │ appropriate email address │ Phone Number with voicemail

**Skills**

* Add both technical and interpersonal
* List years of experience
* List certificates, trainings
* Reference the job description
* People skills
* Computer Programs

**Education**

School Name, City St Major/Degree

School Name, City St Major/Degree

Relevant coursework: Math, Accounting, Business Law, Microsoft Office, Marketing

**Work History**

***Position, Company MM/YYYY-MM/YYYY***

* Summary of your job
* Including duties performed
* Start with an action verb
* Pay attention to past/present tense
* List most relevant jobs in the last 10 years -

***Position, Company MM/YYYY-MM/YYYY***

* Summary of your job
* Including duties performed
* Start with an action verb
* Try to use the line completely
* Pay attention to past/present tense
* Add more

***Position, Company MM/YYYY-MM/YYYY***

* Summary of your job
* Including duties performed
* Start with an action verb
* Try to keep the duties to one line
* Pay attention to past/present tense
* Reference the job description and use that language