|  |  |  |
| --- | --- | --- |
| Your Name | | |
| [street address], [City, ST ZIP Code], [Phone number], [E-mail address] | | |
| Objective | | |
| [Describe your career goal or ideal job.] | | |
| Experience | | |
| [Start date] to [end date] | [Company name] | [City, ST] |
| [Job Title]   * [Job responsibility/achievement] * [Job responsibility/achievement ] * [Job responsibility/achievement ] | | |
| [start date] to [end date] | [Company name] | [City, ST] |
| [Job Title]   * [Job responsibility/achievement] * [Job responsibility/achievement ] * [Job responsibility/achievement ] | | |
| [start date] to [end date] | [Company name] | [City, ST] |
| [Company name]   * [Job responsibility/achievement] * [Job responsibility/achievement ] * [Job responsibility/achievement ] | | |
| [start date] to [end date] | [Company name] | [City, ST] |
| [Job Title]   * [Job responsibility/achievement] * [Job responsibility/achievement ] * [Job responsibility/achievement ] | | |
| Education | | |
| [Dates of attendance] | [School name] | [City, ST] |
| [Degree Obtained]   * [Special award/accomplishment or degree minor] | | |
| References | | |
| References are available on request. | | |