

Name

Street, City, State, Zip Code Phone Number Email Address

EDUCATION

School Name, City, State

Degree Received or Classes Taken, Date of Graduation

Awards or recognition received

EXPERIENCE

Job Title, Company Name, City, State

Dates Employed

- Responsibility
- Responsibility
- Responsibility

Job Title, Company Name, City, State

Dates Employed

- Responsibility
- Responsibility
- Responsibility

Job Title, Company Name, City, State

Dates Employed

- Responsibility
- Responsibility
- Responsibility

VOLUNTEER WORK

Job Title, Organization Name, City, State

Dates Involved

- Responsibility
- Responsibility
- Responsibility

Job Title, Organization Name, City, State

Dates Involved

- Responsibility
- Responsibility
- Responsibility

SKILLS

- Computer knowledge
- Languages spoken in addition to English
- Knowledge of special tools, machinery, technology
- Licenses or certifications you hold

References available upon request