

# Your Full Name

2122 YOUR STREET, CITY, STATE 12345

PHONE: 918-867-5309

EMAIL: [FIRSTNAME.LASTNAME@EMAIL.COM](mailto:FIRSTNAME.LASTNAME@EMAIL.COM)

WEBSITE URL OR LINKED IN PROFILE ADDRESS

---

## QUALIFICATIONS

- 3-5 bulleted list of qualifications go here.
- Experienced in quality one and quality two.
- Make sure to include common keywords and specific qualifications listed in job description.
- Include years of experience and special areas of expertise.
- Use action words like experienced, skilled, proficient, focused, and strong to describe your skill.

## WORK EXPERIENCE

**Your Most Recent Job Title.** Company Name. City, State. Month/Year– Present.

*List a short description of your responsibilities and what you did. This should be no more than 2-3 sentences and include a short list of your position areas of expertise.*

- List 3-4 specific achievements below. When possible focus on numbers like increased sales by 45% in 2010
- Include targeted keywords in this area as well to describe your position highlights.
- Less is more. Use bullets to draw more attention to your highlighted skills.

**Your Next Most Recent Job Title.** Company Name. City, State. Month/Year– Month/Year.

*List a short description of your responsibilities and what you did. This should be no more than 2-3 sentences and include a short list of your position areas of expertise.*

- List 3-4 specific achievements below. When possible focus on numbers like increased sales by 45% in 2010
- Include targeted keywords in this area as well to describe your position highlights.
- Less is more. Use bullets to draw more attention to your highlighted skills. .

**Your Next Recent Job Title.** Company Name. City, State. Month/Year– Month/Year.

*List the 3-4 for most recent jobs and responsibilities you had. If you have had many jobs in a short time period, use a condensed version displayed on the next page. .*

- List 3-4 specific achievements below. When possible focus on numbers like increased sales by 45% in 2010
- Include targeted keywords in this area as well to describe your position highlights.
- Less is more. Use bullets to draw more attention to your highlighted skills. .

**Least Recent Job Title.** Company Name. City, State. Month/Year-Month/Year.

*<<List jobs and titles to show you do not have work experience gap or to provide additional experience. Explain this area in your cover letter if necessary>>*

## EDUCATION

**Bachelors Degree in Business Administration.** University, College, or Technical School Name.. City, State. *(List the most recent education or prominent)*

*Add any additional training you have had in the above format. Think about Six Sigma Training, a corporate customer service program, or vo-tech class that is applicable to the position you are applying for.*

*<<Your resume should be no more than 2 pages long. Only provide references if requested in the application or by the hiring manager. You will list these on a separate sheet in the same format.>>*

*<<Remember, white space and bullets are your friend. Stick to traditional but different fonts to stand out like Arial. Avoid Times New Roman.>>*



Jessica Miller-Merrell is an author, HR consultant and new media strategist who writes at [Blogging4Jobs](#). Her company, Xceptional HR offers social media strategies, human resources, and recruiting consulting with an eye on digital media. Jessica is the host of the [Job Search Secrets](#), an internet television show for job seekers on Tuesdays at 3 PM EST.