First and Last Name

Street Address

City, State, Zip

Phone

E-mail

**Objective:**

To obtain a position in a meaningful job where my skills can benefit the organization.

**Education:**

College Name (if applicable)

Degree Obtained

Graduation Date

High School or Adult Education Name

Graduation Date

**Experience:**

Company Name (Most Recent)

Job Title

Start Date (mo/yr) – End Date (mo/yr)

Main Job Duties

Company Name (2nd Most Recent)

Job Title

Start Date (mo/yr) – End Date (mo/yr)

Main Job Duties

Company Name (3rd Most Recent)

Job Title

Start Date (mo/yr) – End Date (mo/yr)

Main Job Duties

**Skills:**

**Activities:**

**References:**

Available Upon Request