

Name you will use at work

Address

City, State Zip Code

One phone number w/ appropriate voicemail

Appropriate email

OBJECTIVE

Job Title in _____field/industry/ company name

PROFILE or QUALIFICATIONS -If significant to summarize

Number of years of relevant experience

An important accomplishment that directly relates to the job

A quality or characteristic that supports this goal

PROFESSIONAL SKILLS – determined by requirements of position

EXAMPLE/EXPLANATION SKILL - Start with action verbs in correct tense

- An **accomplishment** that demonstrates your skills in this field/profession
- A problem you solved using relevant skill(s), and the results
- An **example** of when you used your skills to positively affect the organization, the bottom line, your boss, or your clients

EXAMPLE/EXPLANATION SKILL

- A **project** you're proud of that supports your job objective
- Quantifiable **results** that point out your skills, #'s, \$, %
- Awards, commendations, publications, etc.

[Experience section can include unpaid experience; internships, community service, volunteering, involvement in clubs/organizations. Or, create separate sections for each]

COMPUTER SKILLS

Proficient in; Microsoft Office, - don't list each of the MS programs

Describe how you used programs relevant to the position

EMPLOYMENT HISTORY

Position title, Company Name, Location, Dates of Employment; month and year

Reverse chronological order; last first

EDUCATION

Degree, Major

California State University, East Bay, Hayward, CA, GPA 3.5 [List if 3.5 or above.]

AFFILIATIONS

Title, Organization, Dates

Other Possible Section Headings:

PROJECTS [Alternatives: Insert relevant projects in Experience section or make separate section for projects.]

- Describe projects that relate to job objective: team-work; what; how; results; use industry-specific language

PROFESSIONAL AFFILIATIONS

COMMUNITY/VOLUNTEER EXPERIENCE

LEADERSHIP DEVELOPMENT

INDUSTRY-SPECIFIC SKILLS

LANGUAGES