
Full Name

_____ City/State _____

Zip code _____

Your address

_____ (____) _____

Email

Phone Number

Professional Objective

(1-2 sentences indicating your job interest.)

Skills

List skills that you have; example: Typing 30 wpm, Great Communication Skills, Forklift Experience, etc.

- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____

Work Experience

Where have you worked in the past? Indicate your job title, city and state, the company name, and the dates that you worked there.

Job Title _____ Dates Employed _____

Company _____ City/State _____

What did you do there? List your job requirements and tasks below next to the bullet points.

- _____
- _____
- _____
- _____

Job Title _____ Dates Employed _____

Company _____ City/State _____

- _____
- _____
- _____
- _____

Job Title _____ Dates Employed _____

Company _____ City/State _____

- _____
- _____
- _____
- _____

Education

Where did you attend school and what did you complete? Please list certifications, degrees, GED/High School Diploma, location of the school/educational institution, and what you received there.

Highlight Qualifications

(Optional)

- _____
- _____
- _____
- _____
- _____

Awards and Accomplishments

- _____
- _____
- _____
- _____
- _____

Veteran Status (Optional)

Please indicate below the branch in which you served and the dates.

Branch: _____ Dates: _____

Email and Contact Information

Please indicate the email that you would like us to send your resume to after it is completed.

Email: _____