

RÉSUMÉ TEMPLATE



First and Last Name

Address, City, State, Zip
Phone number and E-mail address

Employment Objective

Brief one- or two-sentence statement describing the ideal or desired employment position for this applicant.

Experience

Most recent relevant job related to desired position

Company Name, City, State

Responsibilities

Skills Acquired

Month/year range in this position

Next most recent relevant job related to desired position

Company Name, City, State

Responsibilities

Skills Acquired

Month/year range in this position

Third employment position, may or may not be relevant

Company Name, City, State

Responsibilities

Skills Acquired

Month/year range in this position

Education

Graduate School (if applicable)

City, State

Degree attained and date

Major

Anything else relevant, such as awards, honors, distinctions, or research area(s)

Years Attended

College or Trade School

City, State

Degree attained and date

Major/minor

Anything else relevant, such as awards, honors, or distinctions

Years Attended

High School

City, State

Year Graduated

Relevant classwork or focus

Years Attended