

[Example-short resume]

NAME

Street address
City, State, Zip code
Home Phone (000) 000-0000
Email xxxx@xxxxxx.com

Q U A L I F I C A T I O N S

*[List specific qualifications that are your most marketable skills and that directly relate to the job posting requirements. List at least 4, examples:]
for example:]*

- Customer service experience
- Computer skills (list them)
- Technical support experience

C O M P U T E R S K I L L S

• *[If computer skills are important to the job you are interested in list them here, if computer skill are only a small portion of the job delete this and list computer skills in the qualifications portion of the resume.]*

W O R K H I S T O R Y (can change this to Professional Experience

Job Title, Company name ***City and State***

*[Use action words to describe the specific tasks you were responsible for
If you made a significant contribution to the organization, identify it here,
Include at least 4 activities you have done, for example:]*

- Responsible for an inventory values at \$20,000.00 on a daily basis
- Prepare daily sales reports

Job Title, Company Name ***City and State***

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Job Title, Company Name ***City and State***

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E D U C A T I O N

[Identify all education you have obtained. If you did not finish a program call it course work toward a specific degree. Example:]

- Course work toward a Business Degree, Bliss Community College, Columbus, Ohio
- Graduated, Business major, East High School, Columbus, Ohio

L I C E N S E S & C E R T I F I C A T E S

[Include all licenses and/or certificates that you have earned. Examples:]

- Commercial Drivers License, 1993, yearly maintenance training
- Hazardous Material (HAZMAT) certification