**YOUR NAME**

Your street address, City, State, Zip (optional)

(858) xxx-xxxx

[yourname@email.com](mailto:yourname@email.com)

**OBJECTIVE:** To obtain a position as …

**SUMMARY OF QUALIFICATIONS**

* Number of years in a related field or line of work
* A quality or characteristic of yours that supports your employment goal
* Key skills, talents or special knowledge related to your job objective
* Bilingual or multilingual skills if any

**COMPUTER SKILLS**

|  |  |
| --- | --- |
| * MS Word * Windows | * Internet applications * Social media |

**RECENT TRAINING**

Certification obtained, 2014

Name of Institution

* Qualification 1
* Qualification 2
* Qualification 3

**RELEVANT EXPERIENCE AND SKILLS**

**Job Title, Workplace, City, State**  2012-2015

* Accomplishment/one-liner from this job that’s relevant to the new job objective
* Accomplishment/one-liner from this job that’s relevant to the new job objective
* Accomplishment/one-liner from this job that’s relevant to the new job objective

**Job Title, Workplace, City, State**  2010-2012

* Accomplishment/one-liner from this job that’s relevant to the new job objective
* Accomplishment/one-liner from this job that’s relevant to the new job objective
* Accomplishment/one-liner from this job that’s relevant to the new job objective

**Job Title, Workplace, City, State**  2008-2010

* Accomplishment/one-liner from this job that’s relevant to the new job objective
* Accomplishment/one-liner from this job that’s relevant to the new job objective
* Accomplishment/one-liner from this job that’s relevant to the new job objective

**ADDITIONAL EDUCATION AND TRAINING**

* List university, college, adult education, high school (one line for each)