**Your full name**  
**Street address, city, zip code,**  
**Phone number | Email address**

**Professional summary**

Write what you are good at and what type of job you are looking for. Keep it to 1-2 sentences.

**Key skills**

This is the place for a brief summary of 4-7 of your main responsibilities and biggest accomplishments.

List what languages you speak here.

**Experience**

**Job Title, Company Name**Date you started – Date you left  
City, state or country

Describe your place of work in one sentence.

List 4-7 of your main responsibilities and biggest accomplishments. Start the bullets with a verb and talk about what you did as an individual, rather than talking about the group you worked with.

**Job Title, Company Name** Date you started – Date you left  
City, state or country

Describe your place of work in one sentence.

List 4-7 of your main responsibilities and biggest accomplishments. Start the bullets with a verb and talk about what you did as an individual, rather than talking about the group you worked with.

*[Keep going and list all of your work experience if you have not been working long but no more than 15 years if you have been working for a long time.]*

**Awards and acknowledgements**

List the acknowledgments you received for a job well done.

**Education**

**Degree or diploma**, School name                                          Date of graduation  
City, state or country

Describe your school in one sentence.

*[Repeat if you have more than one degree. If you have not attended university, you can leave this out or list your high school or other training or diplomas. If you have not graduated from high school, you can leave out the education section. But if you have GED® diploma or other diploma, list that.]*

**Professional development**

List any classes you have taken or events you have attended to improve your skills at work. Examples are: public speaking courses, professional conferences, and certifications for a specific training, such as hygiene or safety training.

*[It is okay if your resume is more than one page long, but it should not be more than two pages.]*