

YOUR NAME
Street Number and Name, City, State, Zip
Phone Number:
Email@address.com

OBJECTIVE

Describe your career objective

EXPERIENCE

Job Title, Company Name

City, State- Years of experience (2009-2012)

Responsibilities

- Job Responsibility
- Job Responsibility

Job Title, Company Name

City, State- Years of experience

Responsibilities

- Job Responsibility
- Job Responsibility

VOLUNTEER WORK

Program/Facility Name

City, State- Years of volunteer work

Responsibilities

- Responsibilities
- Responsibilities

Program/Facility Name

City, State- Years of volunteer work

Responsibilities

- Responsibilities

EDUCATION

School Name, Town/City, State

Type of Diploma or Certification, Year

Relevant Courses

- Keyboarding and Document Formatting (example)
- Child Care (example)

Awards/Achievements

- Achievement

KEY SKILLS

Computer Skills (example)

- MS Word
- MS Powerpoint

REFERENCES

Available upon request