**FIRST AND LAST NAME**

123 Street Name ∙ City, State

571-222-2222 ∙ [email@gmail.com](mailto:email@gmail.com)

**SUMMARY OF QUALIFICATIONS**

* List four to five bullet points of your skills, accomplishments and qualifications related to the job you are applying for and that the employer should know, such as computer skills, customer service skills, additional written and spoken languages, etc.
* **Example 1:** Customer Service Representative with over six years of experience in high-volume call centers.
* **Example 2:** Demonstrated ability to provide exceptional customer service in a professional manner.

**PROFESSIONAL EXPERIENCE**

Write your most recent job first and work your way backwards. Generally only list jobs in the last 10 years.

*Job Title*, Company Name, City, State

Month Year to Month Year (or note “to Present”)

* Provide at least three descriptions of your daily work activities and accomplishments.
* **Example:** Prepared merchandise to go out on the sales floor and organized merchandise on shelves.
* **Example:** Trained five new employees in how to use data management system, entering customer data and organizing call logs.

*Job Title*, Company Name, City, State

Month Year to Month Year



*Job Title*, Company Name, City, State

Month Year to Month Year



*Job Title*, Company Name, City, State

Month Year to Month Year



**EDUCATION**

*Name of Diploma/Degree Obtained*, Name of School, City, State

**Example:** *High School Diploma,* Centreville High School,Centreville, Virginia

**TRAINING (AND CERTIFICATIONS IF APPLICABLE)**

*Name of Training or Certification,*Name of Training Provider or Host Organization*,* Month Year of Completion or Date Earned

**Example:** *First Aid Certification,* American Red Cross, May 2019