

Example Resume #1

Name
Address, City, State, Zip.
Home and Cell Phone
e-mail

Objective

(Describe your career goal or ideal job here.)

Experience

(Job Title) (Company Name) (City, State)
(Dates)

- (Job responsibility/achievement)
- (Job responsibility/achievement)
- (Job responsibility/achievement)

(Job Title) (Company Name) (City, State)
(Dates)

- (Job responsibility/achievement)
- (Job responsibility/achievement)
- (Job responsibility/achievement)

(Job Title) (Company Name) (City, State)
(Dates)

- (Job responsibility/achievement)
- (Job responsibility/achievement)
- (Job responsibility/achievement)

Education

[Degree – Dates] [School Name] [City, ST]

Computer Skills

List skills here

References

References are available on request.

Example Resume #2

[Your Name]

[Street Address, City, ST ZIP Code] [phone] [e-mail]

- Objective** [Describe your career goal or ideal job.]
- Experience**
- [Job Title]
[Dates of employment] [Company Name], [City, ST]
- [Job responsibility/achievement]
 - [Job responsibility/achievement]
 - [Job responsibility/achievement]
- [Job Title]
[Dates of employment] [Company Name], [City, ST]
- [Job responsibility/achievement]
 - [Job responsibility/achievement]
 - [Job responsibility/achievement]
- [Job Title]
[Dates of employment] [Company Name], [City, ST]
- [Job responsibility/achievement]
 - [Job responsibility/achievement]
 - [Job responsibility/achievement]
- [Job Title]
[Dates of employment] [Company Name], [City, ST]
- [Job responsibility/achievement]
 - [Job responsibility/achievement]
 - [Job responsibility/achievement]
- Education** [School Name], [City, ST]
[Dates of attendance]
- [Degree obtained]
 - [Special award/accomplishment or degree minor]
- Computer Skills** (List computer software you are proficient in)
- References** References are available on request.

(Example Resume #4) Lisa Miller

567 Rose Lane ♦ Colorado Springs, CO 81207 ♦ (960) 555-0112 ♦ someone@example.com

Objective _____

Executive assistant position allowing for parlay of demonstrated organization, customer service, communication, and project management skills proven by 12 years of successful, profitable self-employment.

Skills Summary _____

- ♦ Project Management
- ♦ Report Preparation
- ♦ Written Correspondence
- ♦ General Office Skills
- ♦ Computer Savvy
- ♦ Customer Service
- ♦ Scheduling
- ♦ Marketing & Sales
- ♦ Insurance Billing
- ♦ Bookkeeping
- ♦ Front-Office
- ♦ Presentations

Professional Experience _____

- ♦ Prepare complex reports for managed care organizations and insurance companies, ensuring full compliance with agency requirements and tight deadlines.
- ♦ Author professional correspondence to customers and vendors.
- ♦ Design and deliver series of classes for local businesses and associations, providing ergonomic counseling and educating employees on proper lifting techniques.
- ♦ Conduct small-group sessions on meditation/relaxation techniques.
- ♦ Communicate medical concepts to patients using layman's terms to facilitate understanding.
- ♦ Rapidly learn and master varied computer programs; recently completed Microsoft Office Suite certificate course.

Employment History _____

(Title)	(Company Name) (City, State)	(Dates)
(Title)	(Company Name) (City, State)	(Dates)
(Title)	(Company Name) (City, State)	(Dates)

Education _____

Degree – Dates – School Name – City, State

Computer Skills _____

(List computer skills here)

References _____

References available upon receipt

Example Resume #5

Jennifer Smith

1600 Golf Road #1200, Chicago, Illinois 60628
Home (847) 222-2222 Cellular (847) 222-2222
e-mail@yahoo.com

Objective: (Describe your career goal or ideal job here)

Professional Experience:

Dates – Company Name

Title

- List responsibilities and accomplishments here
- List responsibilities and accomplishments here
- List responsibilities and accomplishments here
- List responsibilities and accomplishments here
- List responsibilities and accomplishments here
- List responsibilities and accomplishments here

Dates – Company Name

Title

- List responsibilities and accomplishments here
- List responsibilities and accomplishments here
- List responsibilities and accomplishments here
- List responsibilities and accomplishments here
- List responsibilities and accomplishments here
- List responsibilities and accomplishments here

Dates – Company Name

Title

- List responsibilities and accomplishments here
- List responsibilities and accomplishments here
- List responsibilities and accomplishments here
- List responsibilities and accomplishments here
- List responsibilities and accomplishments here
- List responsibilities and accomplishments here

EDUCATION, CERTIFICATES

(Degree – Dates) (School Name) (City, State)

COMPUTER SKILLS

List software experience here that you are proficient in.

References References are available on request.