

Name

Street Address
City, AR 00000
home: 555.555.5555
cell: 566.486.2222
email address

SKILLS AND ABILITIES

- Use bullet points to list your specific job skills and workplace skills for the position
- Refer to the job description provided by the employer to match your skills

EDUCATION

School, Location
List degree and graduation date (or anticipated graduation date)

ACHIEVEMENTS

- List any special awards or honors

EXPERIENCE

Company Name, Month/Year – Month/Year
City, State

Job Title

List your work history starting with the most recent employment. Describe your job responsibilities in a brief sentence. Highlight specific accomplishments with bulleted information below it.

- Use action verbs to define activities
- Avoid using “responsibilities included” or “responsible for”

Company Name, Month/Year – Month/Year
City, State

Job Title

Do not list jobs going back more than 10 years unless specific skills support current job goals.

- Be prepared to explain large gaps in your employment history
- Never use personal pronouns such as “I, we, or they” on your resume

VOLUNTEER AND SERVICE LEARNING EXPERIENCE

- Use this section as your “Experience” if you have not been gainfully employed
- Be sure to include any positions you have held for any volunteer organization