

# RESUME TEMPLATE

\_\_\_\_\_  
First and Last Name

\_\_\_\_\_  
Street Address (optional)

\_\_\_\_\_  
City, State and Zip

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Email Address

## Summary

\_\_\_\_\_ professional with more than \_\_\_\_\_ years of experience, specializing in \_\_\_\_\_ industry. An expert at \_\_\_\_\_ and \_\_\_\_\_. Known to be \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_. Capable of being \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_.

## Skills

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

## Work Experience

\_\_\_\_\_  
Name of Company or Organization

\_\_\_\_\_  
City and State

\_\_\_\_\_  
Job Title

\_\_\_\_\_  
Year – Year

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

## Education and/or Certification

\_\_\_\_\_  
Diploma/Certification

\_\_\_\_\_  
Name of School

\_\_\_\_\_  
City and State