

## **Name**

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

## **SKILLS AND ABILITIES**

- Include your job objective in the cover letter instead of on your resume
- Use bullet points to list your specific job skills and workplace skills for the position
- This is what the employer sees first, so make each point count

## **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

## **EDUCATION**

School, Location

List degree and graduation date (or anticipated graduation date)

## **ACHIEVEMENTS**

- List any special awards or honors