**Your Name**

Your Address

Your Phone Number

Your Email Address

**OBJECTIVE**

In a few sentences, summarize your experience. Include the number of years you worked, which skills you gained, and what some of your greatest accomplishments were. Also, include what positon or type of career you seek.

**MAJOR ACHIEVEMENTS**

List three to six of your most important work achievements here.

**PROFESSIONAL EXPERIENCE**

*Company Name* Year – Year

Brief description of the company

**Job Title**

* Responsibilities and/or achievements
* Responsibilities and/or achievements
* Responsibilities and/or achievements

*Company Name* Year – Year

Brief description of the company

**Job Title**

* Responsibilities and/or achievements
* Responsibilities and/or achievements
* Responsibilities and/or achievements

*Company Name* Year – Year

Brief description of the company

**Job Title**

* Responsibilities and/or achievements
* Responsibilities and/or achievements
* Responsibilities and/or achievements

**EDUCATION**

College or University Name and Location Year – Year

*Degree Received*

College or University Name and Location Year – Year

*Degree Received*

**OTHER SKILLS**

* IT or foreign language skills
* IT or foreign language skills
* IT or foreign language skills