

**[Your Name]**

[Street Address, City, ST ZIP Code] [Phone number] [E-mail address]

**Objective** [Describe your career goal or ideal job.]

**Experience** [Job Title]  
[Dates of employment] [Company Name], [City, ST]  
▪ [Job responsibility/achievement]  
▪ [Job responsibility/achievement]  
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[Job Title]  
[Dates of employment] [Company Name], [City, ST]  
▪ [Job responsibility/achievement]  
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[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]

**Interests** [Briefly list interests that may pertain to the type of job you want.]

**References** References are available on request.