YOUR NAME

Street Number and Name, City, State, Zip

Phone Number:

[Email@address.com](mailto:Email@address.com)

OBJECTIVE Describe your career objective

EXPERIENCE

Job Title, Company Name

City, State- Years of experience (2009-2012)

Responsibilities

* Job Responsibility
* Job Responsibility

Job Title, Company Name

City, State- Years of experience

Responsibilities

* Job Responsibility
* Job Responsibility

VOLUNTEER WORK

Program/Facility Name

City, State- Years of volunteer work

Responsibilities

* Responsibilities
* Responsibilities

Program/Facility Name

City, State- Years of volunteer work

Responsibilities

* Responsibilities

EDUCATION

School Name, Town/City, State

Type of Diploma or Certification, Year

Relevant Courses

* Keyboarding and Document Formatting (example)
* Child Care (example)

Awards/Achievements

* Achievement

KEY SKILLS

Computer Skills (example)

* MS Word
* MS Powerpoint

REFERENCES

Available upon request