|  |
| --- |
| **John Q. Public**123 Main StreetAnytown, USA 12345(248) 123-4567JohnQPublic@Gmail.com |
| **Objective**Keep this area brief and relevant to the position to which you are applying. If the objective is the difference between your resume being one page or two, it is probably unnecessary. |
| **Summary of Qualifications*** Over 5 years experience
* [Certificates/Credentials]
* Proficient in [Computer skill sets, programs]
* Excellent customer service skills
* Job description & accomplishments
* Job description & accomplishments
 |
| **Skill Area*** Job description & accomplishments
* Use Action verbs
* Quantify accomplishments where possible – “I increased sales 17% from last year”
 |
| **Skill Area*** Job description & accomplishments
* Use Action verbs
* Quantify accomplishments where possible – “I increased sales 17% from last year”
 |
| **Customer Service*** Job description & accomplishments
* Use Action verbs
* Quantify accomplishments where possible – “I increased sales 17% from last year”
 |
| **Management*** Job description & accomplishments
* Use Action verbs
* Quantify accomplishments where possible – “I increased sales 17% from last year”
 |
| **General Labor*** Job description & accomplishments
* Use Action verbs
* Quantify accomplishments where possible – “I increased sales 17% from last year”
 |
| **Employment** |
| 2001-present1998-20001997-1998 | Job TitleJob TitleJob Title | Company Name & LocationCompany Name & LocationCompany Name & Location |
| **Education**Bachelor of Science – Western Michigan UniversityHigh school diploma – Walled Lake Western |