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| --- |
| **John Q. Public**123 Main StreetAnytown, USA 12345(248) 123-4567JohnQPublic@Gmail.com  |
| **Objective (optional)** | 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.  |
| **Education** |
|  | **University Name**Graduate Degree* Any [job-relevant] extracurricular activity or accomplishment
* Any [job-relevant] extracurricular activity or accomplishment
 | City, State2006-2010 |
|  | **University Name**Undergraduate Degree | City, State2002-2006 |
|  | **High School**Delete this row of cells if it is not relevant to the position | City, State1997-2002 |
| **Employment History / Experience** |
|  | **COMPANY TITLE****Job Title*** EXAMPLE: Increased sales 17% over previous year
* Developed outreach relationship with community leaders
* Merged departments for more efficient process
 | City, State2011-Current |
|  | **COMPANY TITLE****Job Title*** Job description & accomplishments
* Job description & accomplishments
* Job description & accomplishments
 | City, State2010-2011 |
|  | **COMPANY TITLE****Job Title*** Job description & accomplishments
* Job description & accomplishments
* Job description & accomplishments
 | City, State2007-2010 |
| **Special Skills / Accreditations** |
|  | Computer proficiencies, job-training, etc. |
| **Professional Associations**  |
|  | Member of AFL-CIO |
| **Other** |
|  | CPR Certified – Hiring me could save your life! |