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| **John Q. Public**  123 Main Street  Anytown, USA 12345  (248) 123-4567  JohnQPublic@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-present  1998-2000  1997-1998 | Job Title  Job Title  Job Title | Company Name & Location  Company Name & Location  Company Name & Location |
| **Education**  Bachelor of Science – Western Michigan University  High school diploma – Walled Lake Western | | |