**Your Name**

City, State

(405) Phone Number

Email address Goes Here

Summary of Skills

I am proficient in the areas of **(In This Space, List No Less Than 8 Skills. Skills Include Things Like, Computer Skills, Public Speaking, Critical Thinking and Problem Solving, ETC.)**

Background

***Company Name*** Dates of Employment

City and State of Employer

* Full sentence explaining what you did.
* Full sentence explaining what you did.
* Full sentence explaining what you did.

***Company Name*** Dates of Employment

City and State of Employer

* Full sentence explaining what you did.
* Full sentence explaining what you did.
* Full sentence explaining what you did.

***Company Name*** Dates of Employment

City and State of Employer

* Full sentence explaining what you did.
* Full sentence explaining what you did.
* Full sentence explaining what you did.

Education and Training

University or Vocational School Dates of Attendance

Degree or Certificate Earned Dates of Attendance

Certificate Earned Date Earned

Additional Training Date Earned

Additional Training Date Earned