RESUME FORMAT TEMPLATE

# [Your Contact Information](https://www.thebalance.com/how-to-include-your-contact-information-on-your-resume-2063308) First and Last Name Street Address City, State, ZIP Phone (Cell/Home) Email Address

# [Experience](https://www.thebalance.com/what-to-include-in-a-resume-experience-section-2063320) *This section of your resume includes your work history. List the companies you worked for, dates of employment, the positions you held, and a bulleted list of responsibilities and achievements. If you do not have any work experience yet, use this section to list any volunteering and/or school activities you have completed.*

**Company #1**  
City, State  
Dates Worked

**Job Title**

* Responsibilities / Achievements
* Responsibilities / Achievements

**Company #2**  
City, State  
Dates Worked

**Job Title**

* Responsibilities / Achievements
* Responsibilities / Achievements

# [Education](https://www.thebalance.com/when-to-include-your-gpa-on-your-resume-2059859) [*In the education section*](https://www.thebalance.com/examples-of-each-part-of-a-resume-4060508) *of your resume, list the schools you attended, the degrees you attained, and any special awards and honors you earned.*

High School Name, Location, Graduation Date

College, Degree

Awards, Honors

# [Skills](https://www.thebalance.com/what-to-include-in-a-resume-skills-section-2063321) *Include skills related to the position/career field that you are applying for, such as* [*computer skills*](https://www.thebalance.com/computer-skills-list-2063738) *or language skills.*

# References Available Upon Request *There is no need to include references on your resume or even to mention that references are available. Rather, have a separate* [*list of references*](https://www.thebalance.com/sample-reference-list-for-employment-2062940) *to give to employers upon request.*