

RESUME FORMAT TEMPLATE

Your Contact Information

First and Last Name

Street Address

City, State, ZIP

Phone (Cell/Home)

Email Address

Experience

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

In the education section 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

Include skills related to the position/career field that you are applying for, such as computer skills 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 to give to employers upon request.