

NAME (ALL CAPS AND LARGER FONT SIZE)

Address (optional if posting to public site) | City, State Zip | Professionalemail@yahoo.com | (555) 555-1234

SUMMARY OF QUALIFICATIONS

- 8+ years' experience in management and training
 - Proficient in Microsoft Word, Excel and PowerPoint
 - Ability to make independent decisions in stressful situations
 - Strong interpersonal skills
 - Excellent written and verbal communication skills
 - Experienced in medical terminology
 - Successful in learning and comprehending new systems and methods
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WORK EXPERIENCE

Position

Place of Employment – City, State

(Month YYYY – Month YYYY)

- List employment in reverse chronological (most recent first)
- Remember to use an action (power) verb when describing your duties
- Responsibilities should be changed to past tense when no longer performing the duties (exception is Combination Resume)
- Ensure that power statements (descriptions) are longer than half of the page (across)
- Minimum 3 bullets for each job/transferable skill

Position

Place of Employment – City, State

(Month YYYY – Month YYYY)

- Punctuation is optional at the end of the power statement (description)
- Do not use acronyms or abbreviations (months, street names, states, etc.) spell it out first and put acronym in ()
- Avoid beginning the power description with 'Ensure', 'Responsible for...' and 'Knowledge of...'
- Utilize the ruler to create tabs for items that are right justified
- Do not to repeat from last description if jobs are similar

Position

Place of Employment – City, State

(Month YYYY – Month YYYY)

- Do not exceed 2 pages and put name and page 2 on top of second page
 - Do not carry job description onto page 2, change margins if necessary so page break falls after bulleted section
 - If pursuing degree relevant to job, put anticipated graduation date
 - Do not list degrees not completed, if courses are relevant, list under heading Relevant Training or Relevant Coursework
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EDUCATION

Bachelor of Arts, Psychology (or Candidate Bachelor of Arts, Psychology)

Boston University – Sterling, Virginia (2000 or Anticipated Completion Date 2016)

High School Diploma (if higher level education is achieved, remove high school from resume)

Name of High School – City, State (YYYY)

COMMUNITY INVOLVEMENT

Volunteer

United Way of Onslow County (Month YYYY – Month YYYY)

Assisted staff in the development of the volunteer training program

RECOGNITION

*Add in any recognitions or awards from employers or community leaders