

[Resume format to email and hand out]

NAME

Address

Town, State, zip

Phone

Email

Headline (No Heading, 1 sentence, why should they hire you? What makes you a good employee?)

WORK EXPERIENCE

Last / Current Job Title

Company, City, State, 01/2010 – Present (*Dates Worked*)

- Job Duty
- Job Duty
- Job Duty
- Job Duty
- Job Duty

Previous Job Title

Company, City, State, 01/2009 – 12/2011

- Job Duty
- Job Duty
- Job Duty
- Job Duty
- Job Duty

Previous Job Title

Company, City, State, 01/2008 – 12/2008

- Job Duty
- Job Duty
- Job Duty
- Job Duty
- Job Duty

Previous Job Title

Company, City, State, 01/2002 – 12/2007 (*up to 10 years' experience, longer if related to job*)

- Job Duty
- Job Duty
- Job Duty
- Job Duty
- Job Duty

EDUCATION

High School Name, City, State

Diploma, area of study if any (*No Date*)

College, vocational or other schools