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| --- | --- | --- | --- |
| **John Q. Public**  123 Main Street  Anytown, USA 12345  (248) 123-4567  JohnQPublic@Gmail.com | | | |
| **Objective (optional)** | | Keep this area brief and relevant to the position to which you are applying. If the objective is the difference between your resume being one page or two, it is probably unnecessary. | |
| **Education** | | | |
|  | **University Name**  Graduate Degree   * Any [job-relevant] extracurricular activity or accomplishment * Any [job-relevant] extracurricular activity or accomplishment | | City, State  2006-2010 |
|  | **University Name**  Undergraduate Degree | | City, State  2002-2006 |
|  | **High School**  Delete this row of cells if it is not relevant to the position | | City, State  1997-2002 |
| **Employment History / Experience** | | | |
|  | **COMPANY TITLE**  **Job Title**   * EXAMPLE: Increased sales 17% over previous year * Developed outreach relationship with community leaders * Merged departments for more efficient process | | City, State  2011-Current |
|  | **COMPANY TITLE**  **Job Title**   * Job description & accomplishments * Job description & accomplishments * Job description & accomplishments | | City, State  2010-2011 |
|  | **COMPANY TITLE**  **Job Title**   * Job description & accomplishments * Job description & accomplishments * Job description & accomplishments | | City, State  2007-2010 |
| **Special Skills / Accreditations** | | | |
|  | Computer proficiencies, job-training, etc. | | |
| **Professional Associations** | | | |
|  | Member of AFL-CIO | | |
| **Other** | | | |
|  | CPR Certified – Hiring me could save your life! | | |