

NAME

Street address

City, state, zip

home phone

work phone

e-mail address

CAREER SUMMARY

In a paragraph, summarize your career, years of experience, areas of experience, work related traits, and skills, (i.e. Successful in program development or team-building, etc.). Include your career goals or the type of position you are seeking.

EMPLOYMENT HISTORY

PREVIOUS EMPLOYER, city, state

Start Date - End Date (dates held with employer)

Title

Start Date - End Date (dates position held)

Summarize position and your responsibilities descriptively, but briefly.

Accomplishments:

- List your key achievements or accomplishments in this position such as, an increase in staff retention rates, or revenue increases.

*Note: If you held more than one position at the same employer, then list positions in reverse chronological order with the most recent first (see employer below). Note the dates the position(s) was/were held, and title changes. Include a description/summary of job responsibilities under each title and/or position held.

PREVIOUS EMPLOYER, city, state

Start Date - End Date (dates held with employer)

Title

Start Date - End Date (dates position held)

Summarize position and your responsibilities descriptively, but briefly.

Accomplishments:

- List your key achievements or accomplishments in this position such as, an increase in staff retention rates, or revenue increases.

PREVIOUS EMPLOYER, city, state

Start Date - End Date (dates held with employer)

Title

Start Date - End Date (dates position held)

Summarize position and your responsibilities descriptively, but briefly.

Accomplishments:

- List your key achievements or accomplishments in this position such as, an increase in staff retention rates, or revenue increases.

EDUCATION AND PROFESSIONAL DEVELOPMENT

*List all degrees in reverse chronological order of receipt (most recent-first).

Most Recent Educational Institution, city, state

Type of degree and major (i.e. Masters degree)

graduation date

Previous Education Institution, city, state

Type of degree and major (i.e. Bachelor degree)

graduation date

Previous Education Institution, city, state

Type of degree and major (i.e. Associates degree)

graduation date

PROFESSIONAL ACCOMPLISHMENTS

List all professional accomplishments that go beyond the normal job requirements.

- Key professional accomplishments: publications, research, presentations, lectures, courses, seminars etc. Include relevant dates.

PROFESSIONAL ORGANIZATIONS

List Professional Associations you are a member of, and positions held within those associations when applicable, and include related dates.

CERTIFICATIONS

List all Licensures and specialty Certifications

List all active licenses

HONORS

List all Honors received, Honorary memberships, and relevant dates

OTHER ORGANIZATIONS

List organizations or groups in which you are involved to show your level of activity, skills, involvement, and relevant dates.

References Available Upon Request
(Never list the names of your references on your resume)

*NOTE: Use a larger than normal font if you are going to fax your resume. Faxing causes the font to shrink, which makes your document harder to read.