

Name

Address including email and phone number(s)

Career Summary Type summary here. No bullets. Narrative only. Short and to the point

Professional "[Company/Organization Name]" Evansville, In
Experience "[Job Title & Dates]"

- Short description of job duties – listing in order of priority and level of involvement.
- List any skills, talents, education, special projects, etc that are relevant to this position.
- Contact name and phone number at this company/organization

"[Company/Organization Name]" [City, State]
"[Job Title & Dates]"

Example:

"[Company/Organization Name]" [City, State]
"[Job Title & Dates]"

- List only those in the last ten years if work experience goes beyond that – unless it is very relevant to position applying for.

Education "[Colleges/Universities/Educational Institutions]" [City, State]
[Degree/Major]

- "Relevant details of educational background, awards, achievements"
- Include all degrees obtained – with highest level first.

Career [Click here and enter information.]
Accomplishments

(Certificates, goals obtained ex: promotions, awards received)

Presentations and [Click here and enter information.]
Publications

Be sure to stay relevant to position that you are applying for.