***Resume Template***

**Your Full Name**

Your Mailing Address Your Phone NumbersYour Email Address

**Objective**

The type of job and company you are looking for.

**Profile Statement**

List the relevant skills and competencies that show what you offer to a prospective employer.

**Work Experience**

Start with your most recent position and work backwards chronologically using this format:

**Job Title**

Company name, City and State

Dates of employment

[Job tasks](http://www.best-job-interview.com/job-skills-list.html) and responsibilities -begin each sentence with an action word and use bullet points. For example:

* planned
* prepared
* operated
* analyzed
* managed
* handled
* coordinated

**Education**

List your highest qualification first.

**College Name, City, State**

Name of Degree, Date awarded

Major

**Organization/Institution name, City, State**

Name of Diploma/Certificate, Date awarded

Subjects

If you have a college degree it is not necessary to include high school details. If you have a vocational or technical qualification that took less than a year to achieve then list your high school.

**Name of High School, City, State**

Highest Level Achieved

Dates attended

List any relevant honors or awards you received at each institution.

**Technical Skills**

List the [skills](http://www.best-job-interview.com/job-skills-list.html) (concrete job ability) you have that are related to the job you are looking for. For example:

* Microsoft Office
* Excel
* Data Management

**Core Competencies**

List the job-related behaviors ([competencies](http://www.best-job-interview.com/12-core-competencies.html)) you have demonstrated. For example:

* organizing and planning
* problem analysis
* decision-making

**References**

It is best to not include reference details but rather state "References available on request"