
[Your Name]

[Street Address] New York, NY 55900

PHONE: 555-555-5555 ■ EMAIL: yourname@vmail.com

Write concise statement about your job profile, skills and experience and what you have to offer company. A resume summary can offer a quick view of your accomplishments right at the very beginning of your resume.

QUALIFICATIONS SUMMARY

Write three or four bullet statements summarizing your relevant strengths such as experience, skills, and personality traits.

- Prioritize the statements in this section so that the most relevant one comes first.
- You may include keywords to help your application get picked up by the recruiting management software that many companies use these days.

EMPLOYMENT HISTORY

[Company Name] **New York, NY** **2008 to Present**

[Job Title]

Include key responsibilities in an interesting and easy-to-read manner beneath the appropriate employer listing.

Focus your job experiences that are relevant to a specific position you are applying for. Achievement 1

- Achievement 1
- Achievement 2

[Company Name] **New York, NY** **2002 to 2008**

[Job Title]

Include key responsibilities in an interesting and easy-to-read manner beneath the appropriate employer listing.

Focus your job experiences that are relevant to a specific position you are applying for. Achievement 1

- Achievement 1
- Achievement 2

EDUCATION

List educational degrees and institutions you've graduated from.

List related professional courses and certifications received that are relevant to the targeted job.

[Degree], **[School Name], [Location]**
[Course Detail], **[Location]**

[Year of Graduation]
[Year]

[YOUR NAME]

[Street Address], New York NY, 55900 📧 yourname@vmail.com 📞 (555) 555-5555

SPECIAL EDUCATION TEACHER

Write concise statement about your job profile, skills and experience and what you have to offer company. A resume summary can offer a quick view of your accomplishments right at the very beginning of your resume.

Write bullet statements summarizing your relevant strengths such as experience and skills.

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- Prioritize the skills in this section so that the most relevant one comes first.

WORK EXPERIENCE

[School Name], New York, NY 2007 – Present
Special Education Teacher

Include key responsibilities in an interesting and easy-to-read manner beneath the appropriate employer listing. Focus your job experiences that are relevant to a specific position you are applying for.

- Write two or more bullet statements about the work you performed on this job and what you learned or accomplished that is relevant to your job objective.
- Prioritize the statements under each Job Title section so the most recent one comes first.

[School Name], New York, NY 2003 – 2007
Special Education Teacher

Include key responsibilities in an interesting and easy-to-read manner beneath the appropriate employer listing. Focus your job experiences that are relevant to a specific position you are applying for.

- Write two or more bullet statements about the work you performed on this job and what you learned or accomplished that is relevant to your job objective.
- Prioritize the statements under each Job Title section so the most recent one comes first.

EDUCATION

List educational degrees and institutions you've graduated from.

List related professional courses and certifications received that are relevant to the targeted job.

[Degree], [University Name], [Location], [Year of Graduation]
[Degree], [University Name], [Location], [Year of Graduation]

[Your Name]

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■ PROFILE

**Customer Service ▪ Sales Coach ▪ Team Leadership ▪ Forecasting
Strategic Planning ▪ Workforce Training**

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Write bullet statements summarizing your relevant strengths such as experience and skills.

- ◆ **You may include keywords to help your application get picked up by the recruiting management software that many companies use these days.**
- ◆ **Prioritize the skills in this section so that the most relevant one comes first.**

■ EXPERIENCE & SELECTED ACCOMPLISHMENTS

[Company Name], New York, NY

2007 – Present

Sales Team Specialist

Include key responsibilities in an interesting and easy-to-read manner beneath the appropriate employer listing.

Focus your job experiences that are relevant to a specific position you are applying for.

- ◆ Write two or more bullet statements about the work you performed on this job and what you learned or accomplished that is relevant to your job objective.
- ◆ Prioritize the statements under each Job Title section so the most recent one comes first.

[Company Name], New York, NY

2004 – 2007

Operational Efficiency Manage

Include key responsibilities in an interesting and easy-to-read manner beneath the appropriate employer listing.

Focus your job experiences that are relevant to a specific position you are applying for.

- ◆ Write two or more bullet statements about the work you performed on this job and what you learned or accomplished that is relevant to your job objective.
- ◆ Prioritize the statements under each Job Title section so the most recent one comes first.

■ EDUCATION

List educational degrees and institutions you've graduated from.

List related professional courses and certifications received that are relevant to the targeted job.

[Degree],
[Degree],

[University Name], [Location],
[University Name], [Location],

[Year of Graduation]
[Year of Graduation]

[YOUR NAME]

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CUSTOMER SERVICE PROFESSIONAL

Call Center | Team Building | Business Planning | Project Management | Sales

Write concise statement about your job profile, skills and experience and what you have to offer company.

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QUALIFICATIONS SUMMARY

Write bullet statements summarizing your relevant strengths such as experience and skills.

You may include keywords .. to help your application get picked up by the recruiting management software that many companies use these days.

Prioritize the skills .. in this section so that the most relevant one comes first.

EXPERIENCE & ACCOMPLISHMENTS

[Company Name]

[Location], 2007–Present

CUSTOMER SERVICE MANAGER

Include key responsibilities in an interesting and easy-to-read manner beneath the appropriate employer listing.

Focus your job experiences that are relevant to a specific position you are applying for.

- Write two or more bullet statements about the work you performed on this job and what you learned or accomplished that is relevant to your job objective.
- Prioritize the statements under each Job Title section so the most recent one comes first.

[Company Name]

[Location], 2003–2007

CUSTOMER SERVICE MANAGER

Include key responsibilities in an interesting and easy-to-read manner beneath the appropriate employer listing.

Focus your job experiences that are relevant to a specific position you are applying for.

- Write two or more bullet statements about the work you performed on this job and what you learned or accomplished that is relevant to your job objective.
 - Prioritize the statements under each Job Title section so the most recent one comes first.
-

EDUCATION

List educational degrees and institutions you've graduated from.

List related professional courses and certifications received that are relevant to the targeted job.

[Degree]

[University Name], [Location],

[Year of Graduation]

[YOUR NAME]

[Street Address] • New York, NY 5555 • (555) 444-4444 • yourname@vmail.com

LICENSED PRACTICAL NURSE

Write concise statement about your job profile, skills and experience and what you have to offer company.
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QUALIFICATIONS SUMMARY

Write bullet statements summarizing your relevant strengths such as experience and skills.

- You may include keywords to help your application get picked up by the recruiting management software that many companies use these days.
 - Prioritize the skills in this section so that the most relevant one comes first.
-

NURSING EXPERIENCE

Licensed Practical Nurse, 2011 to Present
ABC Clinic, New York, NY

- Include key responsibilities in an interesting and easy-to-read manner beneath the appropriate employer listing.
- Focus your job experiences that are relevant to a specific position you are applying for.

Graduate Nurse, 2010 to 2011
DEF Hospital, New York, NY

- Write two or more bullet statements about the work you performed on this job and what you learned or accomplished that is relevant to your job objective.
- Prioritize the statements under each Job Title section so the most recent one comes first.

EDUCATION / CREDENTIALS

List educational degrees and institutions you've graduated from.
List related professional courses and certifications received that are relevant to the targeted job.

[School Name], [Location]	[Degree]	[Year of Graduation]
[Location]	[Course Detail]	[Year]

[Your Name]

[Street Address] • New York, NY 55900

H: (555) 555 55 55

M: (444) 444 44 44

yourname@vmail.com

Human Resources Executive

**Organization Culture Development | Team Leadership, Development and Management
Talent/Employee Retention | Recruitment | Change Management | Performance Management**

Write concise statement about your job profile, skills and experience and what you have to offer company.

A resume summary can offer a quick view of your accomplishments right at the very beginning of your resume.

Write bullet statements summarizing your relevant strengths such as experience and skills.

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- Prioritize the skills in this section so that the most relevant one comes first.

Professional Performance

[Company Name]

1999–Present

VP Human Resources

Include key responsibilities in an interesting and easy-to-read manner beneath the appropriate employer listing.

Focus your job experiences that are relevant to a specific position you are applying for.

- Write two or more bullet statements about the work you performed on this job and what you learned or accomplished that is relevant to your job objective.
- Prioritize the statements under each Job Title section so the most recent one comes first.

[Company Name]

1995–1999

Human Resources Manager

Include key responsibilities in an interesting and easy-to-read manner beneath the appropriate employer listing.

Focus your job experiences that are relevant to a specific position you are applying for.

- Write two or more bullet statements about the work you performed on this job and what you learned or accomplished that is relevant to your job objective.
- Prioritize the statements under each Job Title section so the most recent one comes first.

Education and Professional Development

List educational degrees and institutions you've graduated from.

List related professional courses and certifications received that are relevant to the targeted job.

[Degree], [University Name], [Location],

[Year of Graduation]

[Degree], [University Name], [Location],

[Year of Graduation]

[Your Name]

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Web Designer

Qualification Highlights

Write concise statement about your job profile, skills and experience and what you have to offer company.

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Technical Skills

Write bullet statements summarizing your relevant strengths such as experience and skills.

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**Photoshop | Dreamweaver | Adobe Creative Suite | Flash Animation
Web Design | CSS3 | Wordpress | User Experience Design | Graphic
Design | XHTML | jQuery | JavaScript Web Services | Logo Design | SEO**

Professional Experience

WEB DESIGNER/DEVELOPER

[Company Name], New York, NY 2009–Present

Include key responsibilities in an interesting and easy-to-read manner beneath the appropriate employer listing.

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- Write two or more bullet statements about the work you performed on this job and what you learned or accomplished that is relevant to your job objective.
- Prioritize the statements under each Job Title section so the most recent one comes first.

WEB DESIGNER/DEVELOPER

[Company Name], New York, NY 2005–2009

- Include key responsibilities in an interesting and easy-to-read manner beneath the appropriate employer listing.
- Focus your job experiences that are relevant to a specific position you are applying for.

Education

[Degree], [University Name], [Location],
[Degree], [University Name], [Location],

[Year of Graduation]
[Year of Graduation]