
Your Name

Your Street Address
City, State, Postal Code
Telephone number
Email address

Objective

List your job objective (target) here

Summary of Qualifications

Summarize your qualifications from each of your past jobs. List those which best fit with the job target first. Use action dynamic and active keywords to add energy and strength to your statements (see table below for examples).

Training/Teaching Skills

List activities

Organizational/Administrative Skills

List activities

Leadership/Teamwork Skills

List activities

Education

University Name, City, Province
Type Degree (full degree name)
Date

Volunteer Activities

List activities

Honors/Awards

List honors and awards, publications, etc.

References available upon request
