[Street Address] ● [City], [State] [Zip] ● [Daytime Phone] ● [E-mail Address]

[First Name] [Last Name]

# Objective

[Professional objective or interest]

# Summary

[Current profession description]

[Broad or specialized expertise]

[Breadth, depth, mix of skills]

[Environments in which you have experience]

[Accomplishments, awards, promotions, or superior performance commendations]

[Professional or Personal Characteristics]

# Skills and Accomplishments

[Area of Accomplishment] [Date of Accomplishment]

[Detail of Accomplishment]

## Other Skills and Accomplishments

[Skill or Accomplishment]

[Skill or Accomplishment]

[Skill or Accomplishment]

[Skill or Accomplishment]

# Professional Experience

[Start Date]— [End Date][Company Name][City], [State]

[Position Description]

[Main Responsibilities]

[Start Date]— [End Date][Company Name][City], [State]

[Position Description]

[Main Responsibilities]

[Start Date]— [End Date][Company Name][City], [State]

[Position Description]

[Main Responsibilities]