

Reverse Chronological Format

YOUR NAME

Home Address
City, State, Zip Code
Home and Cell Phones
E-mail

Objective:

A position that uses your skills.

SUMMARY

- Years of work experience, paid and unpaid, relevant to target position's requirements
- Achievement that proves you can handle the target
- Another achievement that proves you can handle the target
- Skills, competencies, characteristics — facts that further your ability to handle target job
- Education and training relating to the target (if unrelated, bury in resume body)

PROFESSIONAL EXPERIENCE AND ACCOMPLISHMENTS

[dates] Job Title Employer, Employer's Location

A brief synopsis of your purpose in the company, detailing essential functions, products and customer base you managed.

- An achievement in this position relevant to objective (do not repeat summary)
- A second achievement in this position relevant to current objective
- More accomplishments, i.e., awards, recognition, promotion, raise, praise, training

[dates] Job Title Employer, Employer's Location

Detailed as above.

[dates] Job Title Employer, Employer's Location

A briefer synopsis of your purpose in the company, overviewing functions, products, customer base.

- An achievement made during this position relevant to current objective
- More accomplishments, i.e., awards, recognition, promotion, raise, praise, training

[dates] Job Title Employer, Employer's Location

An even briefer synopsis of your purpose in the company, overviewing functions, products, customer base.

- An achievement made during this position that's relevant to current objective

EDUCATION AND PROFESSIONAL TRAINING

Degree(s), classes, seminars, educational awards and honors
Credentials, clearances, licenses