**Name**

First line of address, phone number

Second line of address email address

**Work Experience:**

**Position (like Secretary) Dates worked**

*Company Name* Location

* Key points of job (Scheduled Executive Meetings)
* Key points of job (Organized Corporate Calendar)
* Key points of job (Planned Follow-up Meetings and Resolved Conflicts)

**Position 2 (Position 1 is most recent) Dates worked**

*Company Name* (Parkersburg, WV)

* Key points
* Key points
* Key Points

**Position 3 Dates worked**

*Company Name* Location

* Key points
* (use as many bullets as needed, but try to get between 2 and 5)
* Key points

**Education:**

**Institution Graduated: Date**

Location (Optional) **GPA:** (Optional)

Degree

**Institution (Parkersburg High School) Graduated: (2014)**

(Parkersburg, West Virginia) **GPA: (3.2)**

**Accomplishments:**

* (Designed \_\_\_ for work at \_\_\_\_)
* (Improved sales by \_\_\_\_ in the first three months with \_\_\_\_)
* (Graduated with \_\_\_\_\_ honor – we only give that award for \_\_\_\_)
* (\* Use accomplishments that involve numbers or talk about things that you were recognized for.)

**Key Skills:**

* Skill 1
* Skill 3
* (Keep skills short)
* (Accounting Skills – Accounts Receivable)
* (Communications)
* Skill 2
* Skill 4
* (Microsoft Office)
* (Statistics)
* (Leadership/Management)
* (Machinery and Power Tools)
* (etc.)

**Additional Information:**

\*(This is where you can add in a personal touch to your resume. Let your potential employers get to know your good points. You can use whatever format you want to try to connect with potential employers. Some people put a Summary or Profile section right at the beginning of the resume, so feel free to change this Additional Information section into a Profile at the beginning. Ask someone to review your resume before sending it to employers!)