**First Name Last Name**

Phone number | email

**OBJECTIVE:** Job Title

**KEY QUALIFICATIONS**

* List 6-10 soft and hard skills that are pertinent to the position

**RELEVANT EXPERIENCE**

**List Skill Area Wanted for Position (Customer Service, Office Skills, Driving, Retail, etc.)**

* Mention a job duty in this area you did that relates to the position

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* Mention a job duty in this area you did that relates to the position

**WORK HISTORY**  
**Job Position** Company Name City, State MM/YYYY-MM/YYYY  
**Job Position** Company Name City, State MM/YYYY-MM/YYYY

**Job Position** Company Name City, State MM/YYYY-MM/YYYY

**Job Position** Company Name City, State MM/YYYY-MM/YYYY

**EDUCATION**  
**Degree/Certificate** School Name City, State MM/YYYY (only add year for certificates or training that needs to be renewed)