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Name  
Address  
Contact Info (Cell #, Home #, and E-mail)

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EDUCATION:

School Name – City, State  
Curriculum (Grad Date)

EXPERIENCE:

Month/Year – Present    Company Name – City, State  
*2 – 3 Sentence description of your current employer*

**Current Job Title (Month/Year – Present)**

- Responsibility 1
- Responsibility 2
- Responsibility 3....etc.
- Try to come up with 5 – 8 good bullet points for each job. Don't only tell what you do, but tell how successful you've been (i.e. created \$XX,XXX.XX of revenue by ?)

**Previous Job Title (Month/Year – Month/Year)**

- Responsibility 1
- Responsibility 2
- Responsibility 3....etc.
- Try to come up with 5 – 8 good bullet points for each job. Don't only tell what you do, but tell how successful you've been (i.e. created \$XX,XXX.XX of revenue by ?)

Go through until you have all positions listed that you've had with current employer.

Month/Year – Month/Year    Previous Employer – City, State  
*2 – 3 Sentence description of your current employer*

**Last Job Title you had there (Month/Year – Present)**

- Responsibility 1
- Responsibility 2
- Responsibility 3....etc.
- Try to come up with 5 – 8 good bullet points for each job. Don't only tell what you do, but tell how successful you've been (i.e. created \$XX,XXX.XX of revenue by?)

**Previous Job Title (Month/Year – Month/Year)**

PROFESSIONAL:

- Professional Designation
- Industry Memberships
- Anything else that is relevant