**First name Last name**

**Email address**

**Mobile phone**

Above, do not include address or city

Erase all instructions as you go

**CAREER HIGHLIGHTS**

* List up to 5 only
* List successes (for example - employee of the month, recognized by supervisor, showed up ready to work every day, part of a team that had no safety problems for a period of time, etc.

**SKILLS & QUALIFICATIONS**

* List up to 5 only
* These are skills that have been acquired, demonstrated in the last 10 years and are appropriate to the job(s) being applied for

**PROFESSIONAL EXPERIENCE**

* Go back only 10 years (unless job listed was a long-term position). Use format below
* List volunteer experience here where there are gaps in employment. Write it as Volunteer/Job Title

**Job Title**

Company name, City, State (start month/start year to end month/end year)

Responsibilities: list specific, day to day job responsibilities.

**Job Title**

Company name, City, State (start month/start year to end month/end year)

Responsibilities: list specific, day to day job responsibilities.

**Job Title**

Company name, City, State (start month/start year to end month/end year)

Responsibilities: list specific, day to day job responsibilities.

**EDUCATION**

Start with any formal education degree, then any certificates. Do not add year of graduation

**Associates Degree**

Monroe Community College, Rochester, New York

**Forklift Certificate**

ABC Warehouse, Rochester, New York