



NAME
STREET ADDRESS
CITY, STATE ZIP
TELEPHONE
EMAIL

EMPLOYMENT OBJECTIVE

If your career plan is very specific, use this to explain it—in the most succinct way possible. Perhaps replace “EMPLOYMENT OBJECTIVE” with a headline such as “HUMAN RESOURCES MANAGER.” If you do not have a specific career goal, omit this section.

WORK HISTORY

Start with the most recent work experience and work back from there.

Dates **COMPANY NAME, City, State**
Title of Position Responsibilities
State highlights of job using brief descriptive phrases. If your efforts have resulted in a great achievement for you and/or for the company you worked for, be sure to highlight this—albeit briefly. Don’t be afraid to use bullet statements to make an impact. For example:

May 1988 - Present **MEADOR Staffing Services, The Woodlands, Texas**
Receptionist/Secretary
Lead prospective employees through the applicant flow process which involves scheduling the interview, application completion review and skills assessment. Provide administrative support to six people, including company vice president.

- Answer 9 line phone, 15 extensions
- Correspondence typing
- Filing, document control

SKILLS

- Microsoft Word
- Excel
- PowerPoint
- InterTel Infinity Telephone System
- General Office Equipment

EDUCATION

Only list the highest level of education achieved. For example, if you completed college, omit your high school information.

Dates **COLLEGE NAME, City, State**
Degree or Major

MILITARY EXPERIENCE (If any)