Resume Template www.uswib.org

**Your Name**

**Your address, city, state, zip**

**Your phone number, home and cell, and email address**

**Skills & Accomplishments**

* Bullets here with action words and phrases that will demonstrate knowledge, abilities, talents & strengths, etc.
* Use words with –ed; i.e. marketed, developed, managed, implemented;
* Don’t forget special awards for perfect attendance, initiative and leadership;
* Avoid phrases that begin with “responsible for…”
* Combine similar experiences;
* Look at job descriptions and use similar descriptors to identify a match;
* Phrases should evoke images of you doing the job;

**Work Experience**

***List employers here job title dates employed***

Acme Products, Inc Salesman July 2000- March 2008

List employers here job title dates employed

List employers here job title dates employed

List employers here job title dates employed

**Education**

***List Degree or diploma institution date earned***

Commercial Driving License Chesapeake College 2003

High School Diploma DuVal High School 1972

**Other Experience**

Volunteer, Animal Resource Foundation 2005-2008

Pack Leader, Boy Scouts of Delaware 2000-2005

Organizer, John Smith Historical Parade 1995

Kitchen Manager, Church of Our Lady of Responsibility 1992-1994

***What you did, and for what organization dates***

*Try to keep to one page!*

*References available upon request*