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Goals

Write a brief sentence summarizing your goal, the position you are seeking and the kind of place you wish to work.

Skills

While this section is not required on resumes, it is an excellent place to showcase your skills. List information such as: years of experience, dependability and ability to set and meet goals.

Employment

2011-2011 Employer- Job Title Most Recent or Current Job

Here is the core of your resume. List your jobs chronologically, starting with your current or most recent position. Describe each position thoroughly, beginning with the job title, company name and location. State your accomplishments on the job, rather than simply writing a job description. Use action verbs such as analyzed, created, planned, presented and supervised. Be specific whenever possible, especially with numbers and figures.

2011-2011 Employer- Job Title 2nd Most Recent Job

Avoid starting sentences with I. Instead, use action verbs, for example, "Managed and maintained local area networks." Omit jobs that go back 10 or 15 years if space is limited. Summarize jobs that don't need explanation.

Education

Highest Degree

List all degrees and omit a reference to high school if you hold post high-school degrees. Omit graduation years if you do not wish to give a potential employer ideas about your age.

Undergraduate Degree

If your education occurred during the last five years, you may want to emphasize it. If not, you may want to relegate it to the bottom of your resume.

Other Training

Include classes or job training that are relevant to the prospective job. Include academic awards and grade point averages if they are impressive.

Honors

List any relevant awards and honors in your field.