

Full Name

Address
City, State
Phone Number
Email

OBJECTIVE (Optional)

Concisely state the type of job you are seeking.

Ex: "Seeking full time position as dragon slayer, where I can utilize my skills and dragon-slaying background to the maximum."

EDUCATION

Elizabethtown Community & Technical College, Elizabethtown, KY (start with most recent)

AA/AS/AAS, Field of Study

Expected graduation date (month, year)

GPA: (List if 3.0 or higher)

Relevant Coursework: (Optional) List titles of courses not numbers, of 3-6 courses you have taken that are relevant to the position you are applying for.

EXPERIENCE

Organization, City, State (start with most recent)

Position Title, Dates

- 3-5 bullet points (Bullets should begin with action verbs. Validate your skills section by providing examples of relevant duties, tasks, results, and/or accomplishments.)

SKILLS

- Bullet points (Categories may include computer skills, languages, technology skills, or other skills depending on relevance to the position.)

Instead of: "Strong work ethic"

Write this: "Self-starter possessing a strong work ethic, positive attitude, and enthusiasm for continual growth"

HONORS/AWARDS (Optional)

Name of Honor/Award, Dates

COMMUNITY/VOLUNTEER EXPERIENCE (Optional)

Organization, City, State (start with most recent)

Volunteer Title, Dates