

**YOUR NAME**  
**Your Address**  
**Home phone number   Cell number   Email address**

**OBJECTIVE:** (Again, I recommend *not* including an objective on your resume. You don't want your objective to discourage the reading of your résumé. If you have some reason for wanting to include it, use only general terms such as sales, accounting, and engineering, production, administrative, and so forth. Make sure it *means* something to the reader.)

**EXPERIENCE:**

**April, 2010 - Present NAME OF COMPANY** - (short explanation of what the company does or explanation of the division of a large firm, so that anyone can clearly understand their function).

TITLE: (make sure the title is commonly understood; if not, explain it in common terms.)

Write a specific, understandable explanation of your duties and responsibilities, as well as specific **accomplishments** that are highlighted. Write all the way from one margin to another so that you can get as much information on one page as possible. Write **no more** than a three or four sentence paragraph **that a high school senior** could understand. Remember, the resume is to communicate why you should be interviewed.

**January 2007 - April 2010 NAME OF COMPANY** (same as above)

TITLE: (same as previous example. If your title is "odd," you may want to change it to make it resonate better: just be sure to explain to an interviewing or hiring authority what you have done during the interview.)

- Remember, *numbers* and *statistics* get recognized and paid attention to. So if you can "quantify" what your successes and accomplishments have been with numbers or statistics, do so.
- Percentages of sales quota, cost savings, size of a department, even amounts of budgetary responsibility, are noticed. Highlight or bold any outstanding "numbers" that will set you apart from other candidates.

**August 2003 - January 2007 NAME OF COMPANY** (same as above)

TITLE: (same as previous example)

- The further back you go in your job history, the less you have to explain about what you did and how you did it.

**How to Handle Previous Experience:** If your experience goes back more than 15 years, you could summarize all of it in two or three sentences. You may want to highlight the names of the companies and the success you had with them, if it's appropriate to do so.

**EDUCATION:** College or University, type of degree, beginning with the graduate degree first and year of graduation. If no degree was conferred, simply put the years of attendance. Any honors such as high grade point, or scholarships, should be noted. Any formal school less than college doesn't need to be reported. Any continuing education (such as certifications, sales courses, or negotiation courses) could be mentioned here (stay away from any "personal growth" programs that might be religious or political—mention nothing controversial).