

Name: _____

Address: _____

Phone No. Area Code () _____

E Mail: _____

Objective (Type of position desired): _____

Education:

<u>School</u>	<u>City/State</u>	<u>Degree/Diploma</u>	<u>Dates</u> (attended)
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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Work History:

Dates: _____ Company: _____

Job Title: _____ Duties: _____

_____	_____
_____	_____

Dates: _____ Company: _____

Job Title: _____ Duties: _____

_____	_____
_____	_____

Dates: _____ **Company:** _____

Job Title: _____ **Duties:** _____

Dates: _____ **Company:** _____

Job Title: _____ **Duties:** _____

Skills (Languages, Computer Programs, Other): _____

Accomplishments, Honors, or Awards: _____

Military Service: (Dates of service; rank) _____

Workshops/Training/Classes: _____

Highlights (3 or 4 phrases about your experience, areas of training, and most relevant personal/professional traits): _____
