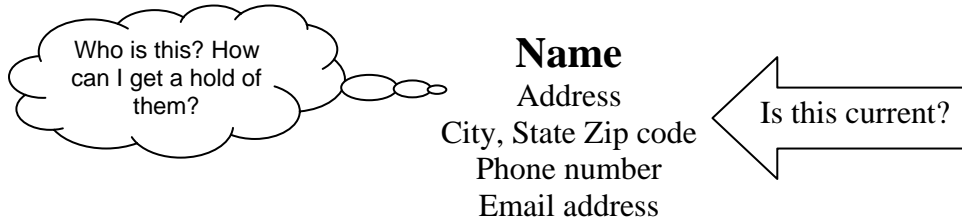


From an employers perspective



Objective: Seeking to utilize my education and experience in a job title position.

Note: Be specific about your objective. Include what job your applying for and the location of the job. This will help employers to identify what type of position your applying for in case your cover letter is misplaced.

Education

Note: list from most present to past

American Community College, City, State

Dates of attendance

Degree:

Major: Minor:

GPA:

Professional Experience

Note: List most recent to oldest

Company, City, State

Start-present

Occupation

- List your experience (what did you do?)
- What type of environment, people, or skills did you acquire on the job?

Company, City, State

Start-present

Occupation

- List your experience (what did you do?)
- What type of environment, people, or skills did you acquire on the job?

Qualifications

- Special skills (computer, equipment, software), certifications (regional or national certifications), or languages (Spanish, French)