# Resume Templates

Directions: This template is a general format. You can change the actual content and layout to fit you. Not all items are required or necessary. The length of the resume depends on your information. Replace the content descriptions with your own information to create your resume. Remember to delete this instruction information.

## Functional Resume Template

First and Last Name

Address Line 1

Address Line 2

City, State ZIP Code

[y](mailto:y)[ou@email.com](mailto:ou@email.com)

**EMPLOYMENT OBJECTIVE**

Include objective here

**SUMMARY OF QUALIFICATIONS**

Qualification—

Short summary of skills, accomplishments or responsibilities for this specific qualification. Qualification—

Short summary of skills, accomplishments or responsibilities for this specific qualification. Qualification—

Short summary of skills, accomplishments or responsibilities for this specific qualification.

**SUMMARY OF EMPLOYMENT EXPERIENCE**

Job Title (can include employer and/or dates)

* Main responsibilities or accomplishments

Job Title (can include employer and/or dates)

* Main responsibilities or accomplishments

**EDUCATION/TRAINING**

**LICENSES AND CERTIFICATIONS**

**AWARDS OR PROFESSIONAL MEMBERSHIPS**

## Chronological Resume Template

First and Last Name

Address Line 1

Address Line 2

City, State ZIP Code

(555)555-5555

[y](mailto:you@email.com)[ou@email.com](mailto:ou@email.com)

**EMPLOYMENT SUMMARY:** Include your objective or summary statement here

**WORK EXPERIENCE:**

***Job Title* Dates**

**Employer,** City, State

* List your responsibilities, accomplishments, and skills

***Job Title* Dates**

**Employer,** City, State

* List your responsibilities, accomplishments, and skills

***Job Title* Dates**

**Employer,** City, State

* List your responsibilities, accomplishments, and skills

**COMMUNITY INVOLVEMENT:**

***Position or Project* Dates**

Organization, City, State

List your responsibilities, accomplishments, and skills

***Position or Project* Dates**

Organization, City, State

List your responsibilities, accomplishments, and skills

**EDUCATION/TRAINING:**

**LICENSES AND CERTIFICATIONS:**

**AWARDS:**

**PROFESSIONAL MEMBERSHIPS:**

## Combination Resume Template

**First and Last Name**

Address Line 1

Address Line 2 City, State ZIP Code

[y](mailto:y)[ou@email.com](mailto:ou@email.com)

**EMPLOYMENT SUMMARY**

Include employment objective and/or summary of qualifications here.

**SUMMARY OF SKILLS AND/OR EXPERIENCE**

**Skill or Experience**

* Description
* Description

**Skill or Experience**

* Description
* Description

**EMPLOYMENT HISTORY**

***Job Title***

Employer City, State Dates

***Job Title***

Employer City, State Dates

**COMMUNITY INVOLVEMENT**

**Position or Project**

Organization City, State Dates

**Position or Project**

Organization City, State Dates

**EDUCATION/TRAINING**

Type of Award or Degree: Degree or Certification Name (GPA if relevant)

Minor if applicable

School Name – City, State

**LICENSES AND CERTIFICATIONS**

**PROFESSIONAL MEMBERSHIPS OR ORGANIZATION**