

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

you@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

you@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

you@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