

Resume Format

[Your Full Name]
[Your Address]
[City, State, ZIP]
[Your Phone Number]
[Your Email Address]

Objective:

[1-2 sentences about your career goal or job objective.]

Skills:

- Skill 1
- Skill 2
- Skill 3
- Skill 4

Experience:

Job Title, Company Name, Location (Month, Year – Month, Year)

- Responsibility 1
- Responsibility 2
- Responsibility 3

Job Title, Company Name, Location (Month, Year – Month, Year)

- Responsibility 1
- Responsibility 2
- Responsibility 3

Education:

Degree, Major, University, Year

Degree, Major, University, Year

Certifications: (Optional, if applicable)

Certification Name, Issuing Organization, Year

Professional Affiliations: (Optional, if applicable)

Organization Name, Role, Year – Present

References:

Available upon request