

Your Last Name  
Announcement # (See Objective)

**First, MI, Last Name**

719.555.1212 H

719.555.1313 C

Citizenship: US

Veterans Preference: 10 pts

Email Address  
Street Address, Apt #  
City, State Zip Code

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**Objective:** Vacancy #, Job Title

**Summary of Experience**

Briefly outline your experience and highlight specifically what relates to the position that you are applying to.

**Work Experience**

**Job Title**

Employers Name

Employers Street Address

City, State Zip Code

**mm/yy - Present**

S: Supervisors Name

P: 555.555.1212 May contact

40 hrs/w, \$00,000/yr

Provide detailed examples of your experience and accomplishments as it relates to the job that you are applying to.

**Job Title**

Employers Name

Employers Street Address

City, State Zip Code

**mm/yy – mm/yy**

S: Supervisors Name

P: 555.555.1212 May contact

40 hrs/w, \$00,000/yr

Provide detailed examples of your experience and accomplishments as it relates to the job that you are applying to.

**Job Title**

Employers Name

Employers Street Address

City, State Zip Code

**mm/yy – mm/yy**

S: Supervisors Name

P: 555.555.1212 May contact

40 hrs/w, \$00,000/yr

Provide detailed examples of your experience and accomplishments as it relates to the job that you are applying to.

**Job Title**

Employers Name

Employers Street Address

City, State Zip Code

**mm/yy – mm/yy**

S: Supervisors Name

P: 555.555.1212 May contact

40 hrs/w, \$00,000/yr

Provide detailed examples of your experience and accomplishments as it relates to the job that you are applying to.

**Education**

mm/yy Master's of Arts in Organizational Management, GPA 3.85

Name of University, City, State Zip Code

(if no degree, show total credit hours earned and whether semester or quarter hours)

mm/yy Bachelor's of Science in Human Resources Management, GPA 3.76

Name of University, City, State Zip Code

mm/yy Diploma/GED  
Name of your High School/GED, City, State Zip Code

(for the rest of the headings, please list what is job related)

**Training**

(Title of course and year)

**Skills**

(e.g. other languages, computer software/hardware, tools, machinery, typing speed, etc.)

**Certificates or licenses**

(Current only; Include type of license or certificate, date of latest license, and State or other licensing agency)

**Honors, Awards, and Special Accomplishments**

(e.g. publications, memberships in professional honor societies, leadership activities, public speaking and performance awards) (Give dates but do not send documents unless requested)

**Other Information**

(Add other information that is specified in the vacancy announcement)