

Your Name Here

Address • Phone Number • Email Address

Summary

Use one or two sentences to summarize your experience as a worker, what skills you have accumulated in your work experience, and what you wish to achieve with job you are applying to.

Experience

Company Name, *Position*, Location Timeframe that you worked here

- Give a few bullet points describing your role at the company.
- Include any leadership positions you held or skills that you learned on the job.
- Include all previous positions that you have had that you believe an employer would care to know about.
- Below is an example:

Steak & Shake, *Service Trainer*, Athens, GA February 2014-Present

- Served tables, trained employees, order food and check inventory weekly.
- Key holder, open and closed the store regularly.
- Counted cash drawer, and deposited cash at the bank.

Jimmy Johns, *Shift Manager*, Athens, GA November 2012-January 2014

- Worked the opening shift, prepared the store five days a week.
 - Responsible for baking bread, managing labor, and assisting customers.
-

Skills

- List any skills that you have that you believe would be relevant to the job you are applying for.
-

Education

College Name (if applicable), Location, Major(s) Year Graduated

High school Name Year Graduated