

Name

Date

Resume-Building Tips

Identification List your full legal name, address, phone number (home, cell, and fax, if you have them), and e-mail address. If you go by a different or shortened name, note that on your resume.

Career Objective Identify the position or job function you hope to attain.

Education Provide the names of schools you attended and the dates you attended each school; if you have attended a post-secondary school, you don't need to mention high school.

Skills/Achievements Emphasize your skills and achievements, including experiences from former jobs, volunteer work, and extracurricular activities.

Work History List the position you held, the name of your employer, and your dates of employment (month and year) for each place you have worked.

References At the bottom of your resume, write "References Available Upon Request." If an employer asks for references, have them available on a separate sheet of paper.