

RESUME OUTLINE GUIDE

NAME-
STREET ADDRESS-
CITY/STATE/ZIP CODE-
(AREA CODE)/PHONE NUMBER- () -
EMAIL ADDRESS-

PROFESSIONAL OBJECT **To seek and secure employment within a
challenging environment.**

Vocational Background

COMPANY-
CITY/STATE-
JOB TITLE-

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CITY/STATE-
JOB TITLE-

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CITY/STATE-
JOB TITLE-

Academic Credentials

**NAME OF SCHOOL (list ANY COLLEGE or HIGH SCHOOL
or TECH training)-**
CITY/STATE-
DEGREE or FIELD of STUDY or CREDENTIAL:

Other Skills/Interests

COMPUTERS (PROGRAMS/APPLICATIONS)-
HOBBIES/INTERESTS-

Additional Personal and Professional References Available