

RESUME OUTLINE

Name :

Street Address :

City, State, Zip Code :

Telephone Number :

Objective

(Write a statement about the type of job you are seeking)

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Summary

(Write a paragraph about you, describing your skills and abilities)

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Skills and Strengths

(Make a list. Use the checklist from your Self-Assessment.)

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Education / Awards / Honors

(High school, School awards, School honors)

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Work Experience

(List the name of the company, city, state, and the dates worked)

Job Duties Performed

(List the job title and all the duties performed at each job)
