|  |  |  |  |
| --- | --- | --- | --- |
|  | Firstname Lastname | | Street Address  City, State Zip Code  Phone: (XXX) 555-XXXX  Email: username@email.net |
|  |  | |  |
| **Objective** | Use a one-sentence statement to describe the type of position you are seeking, such as:  Entry level marketing position with a midsized entertainment focused company | | |
|  |  | | |
| **Experience** | Dec 2007 –  Present | **Job Title in Bold:** Company Name   * Action statements of accomplishments * Second most significant accomplishment * Third notable item | |
|  | Nov 2004 – Aug 2007 | **Job Title in Bold:** Company Name   * Action statements of accomplishments * Second most significant accomplishment * Third notable item | |
|  |  |  | |
| **Education** | Sep 2006 – Present | List, schools, degrees, and dates received in chronological order, with the most recent listed first:  If degree is not complete:   * List educational accomplishments to date * Include educational goals and expected graduation date | |
|  |  |  | |
| **Personal Data** | List any personal information or accomplishments that may be related to the job you are seeking   * Use action statements * List any language skills if appropriate to the position you seek * List community service or volunteer work * List any awards or public recognition for services you have provided | | |
|  |  | | |
| **References** | List references or simply state:  References available upon request | | |