

Resume Guide

Use this as a reference in developing your resume.

Full Name

Current Address

Phone and email contact information

Objective

A short paragraph to clearly state expectations.

Employment History

Job Title (Include Company Name, Location and Dates of Employment)

- List of accomplishments
- Highlight responsibilities
- Keep brief

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Education

Date	Additional Training	Degree
Date	College	Degree
Date	High School	Diploma

Additional Information

You can use this space to list specific skills, professional affiliations, security clearances and/or references.