Name

Street Address

City, State, Zip

Phone Number(s)

Email Address

**Objective**

(Describe your career goal) or (state the specific position you are applying for including ALL information requested in job posting)

**Education**

(College/University/Trade School) (Dates Attended)

(City, State)

(Degree Obtained) **OR** (Hours completed/Certifications received, etc.)

(High School Name)

(City/State)

(Graduated or GED)

**Experience**

(Dates) (Company Name)

(City/State)

* (Job responsibility/Achievement)
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(Dates) (Company Name)

(City/State)

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(City/State)

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