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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* (Job Responsibility/Achievement)

(Dates) (Company Name)

 (City/State)

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 (City/State)

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