

Your Name  
Your Address  
Your Phone Number  
Your Email

Descriptive Phrase *(Should only be a sentence or two short sentences describing personality and professional desires)*

#### Education

Name of University or High School – Dates Attended  
Areas of Concentration or Degree obtained

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Areas of Concentration or Degree obtained

Name of University or High School – Dates Attended  
Areas of Concentration or Degree obtained  
*(One or two examples beginning with most recent)*

#### Work History

Name of Company – Dates Worked  
Job Title: description of duties *(Brief sentences or a list/No more than two lines).*

Name of Company – Dates Worked  
Job Title: description of duties *(Brief sentences or a list/No more than two lines).*

Name of Company – Dates Worked  
Job Title: description of duties *(Brief sentences or a list/No more than two lines).*  
*(One or more examples \*no more than three\* ordered most recent to oldest or oldest to most recent)*

#### Accolades/Accomplishments/Awards

Accomplishment – date achieved  
Accomplishment – date achieved  
Accomplishment – date achieved  
Accomplishment – date achieved  
Accomplishment – date achieved  
Accomplishment – date achieved  
Accomplishment – date achieved  
Accomplishment – date achieved

*(List Accolades and Achievements chronologically from most recent to oldest or oldest to most recent)*  
*(Use one line for each achievement)*  
*(List between 5 and 10 items)*



contact us at: [info@job-applications.com](mailto:info@job-applications.com)