

Outline for the Resume

JOHN SMITH
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GLENDORA, CALIFORNIA 91741
(626) 555-5555

CAREER OBJECTIVE

Present a very brief one or two line statement about how the position you are applying for fits in with your qualifications and goals.

WORK EXPERIENCE

May 1989 to Present

AMERICAN SUPPLY COMPANY, Glendora, California.

Position: ACCOUNT MANAGER

Responsibilities: List your responsibilities and accomplishments in this section. Try to relate them to what you know about the position you are applying for. Show how your accomplishments benefited the company.

January 1985 to
May 1989

RELIABLE AIR CONDITIONING, San Dimas, California.

Position: OFFICE MANAGER

Responsibilities: List your responsibilities and accomplishments in this section. Try to relate them to what you know about the position you are applying for. Show how your accomplishments benefited the company.

EDUCATION

September 1986 to
June 1989

CITRUS COLLEGE, Glendora, California.

Major: BUSINESS ADMINISTRATION

Degree: Associate in Arts

SPECIAL SKILLS, TRAINING and AWARDS

Include this section on your resume if you have pertinent information to add.

REFERENCES AVAILABLE UPON REQUEST