

Name

[Street Address] [City], [State] [Postal Code]

Phone: [Your Phone] Fax: [Your Fax] E-Mail: (Your Email)

• Introduction

About you and your objective goals.

• Professional Experience

• (Company Name) [Insert Dates]

- List tasks & responsibilities

• (Company Name) [Insert Dates]

- List tasks & responsibilities

• Educational Background

• (Institutional Name) [Insert Dates]

Qualifications obtained

• (Institutional Name) [Insert Dates]

Qualifications obtained

• Skills

Skills, hobbies and personal interests.