**Name**

Street

City, State Zip

(716) 433-XXXX

email@yahoo.com

**OBJECTIVE**

Concise and positive statement about what type of job you would like.

**SUMMARY** (optional)

 Write a few (about 3) statements about why you would be good at your job objective

 Highlight relevant strengths.

**EDUCATION**

**Degree, Major (if relevant), date**

School. City, State

**EXPERIENCE**

Company Name, City, State, 19XX-20XX

 **Job Title**

Briefly describe the work you performed relevant to the job opening. Prioritize so the most relevant comes first. Bullet points can be used.

Company Name, City, State, 19XX-20XX

 **Job Title**

Briefly describe the work you performed relevant to the job opening. Prioritize so the most relevant comes first. Bullet points can be used.

 Company Name, City, State, 19XX-20XX

 **Job Title**

Briefly describe the work you performed relevant to the job opening. Prioritize so the most relevant comes first. Bullet points can be used.

**COMMUNITY SERVICE**

Organization, Position held, date

 Organization, Position held, date

**MEMBERSHIPS**

Organization, date (only include if relevant)