**RESUME OUTLINE**

**Click the type of resume required:**

**Combination****:  Chronological:  Creative:  Functional:  Traditional:  Targeted:**

Combination - Lists skills and experience first.

Chronological - Lists work history with the most recent first. (**Most desired**)

Creative - illustrate your abilities and skills template/format graphically. (**Most desired**)

Functional - Focuses on skills and experience.

Traditional - starting with the latest job position your work experience, key achievements, skills, as well as educational background. **(Classic)**

Targeted - Highlights experience and skills relevant to the job applying for.

**Contact Information**

First Name: Click here to enter text. Middle: Click here to enter text.

Last Name: Click here to enter text.

Address: Click here to enter text. Apt. #: Click here to enter text.

City: Click here to enter text. State: Choose an item. Zip: Click here to enter text.

Home Phone: Click here to enter text. E-mail: Click here to enter text.

**Enter an Objective here.** (**Optional**): Click here to enter text.

**NOTE: the objective** is 1 or 2 sentences. If one is not prepared, I have many to choose from.

Question: What is a resume's objective purpose?

Answer: It’s 1 or 2 sentences geared to convince employers that you know what you want and are familiar with the field. The most effective objective is the one that is specific about the position and type of employment desired.

**WORK EXPERIENCE**

**Begin with the last position held then work your way backwards.**

**EXPERIENCE #1**

Company: Click here to enter a date. City: Click here to enter text.

State: Choose an item.

Date started: Click here to enter a date. Date Ended: Click here to enter a date.

Title: Click here to enter text.

Duties: Click here to enter text.

**EXPERIENCE # 2**

Company: Click here to enter text. City: Click here to enter text.

State: Choose an item.

Date started: Click here to enter a date. Date Ended: Click here to enter a date.

Title: Click here to enter text.

Duties: Click here to enter text.

**EXPERIENCE # 3**

Company: Click here to enter text. City: Click here to enter text.

State: Choose an item.

Date started: Click here to enter a date. Date Ended: Click here to enter a date.

Title: Click here to enter text.

Duties: Click here to enter text.

**EXPERIENCE # 4**

Company: Click here to enter text. City: Click here to enter text.

State: Choose an item.

Date started: Click here to enter a date. Date Ended: Click here to enter a date.

Title: Click here to enter text.

Duties: Click here to enter text.

**EDUCATION**

**Begin with the most recent Academic or Training course either attended or completed.**

**Diploma / No Diploma / G.E.D./Certifications/Training**

**EDUCATION # 1**

School Name: Click here to enter text.

City: Click here to enter text. State: Choose an item.

Date Started Click here to enter a date. Date Ended: Click here to enter a date.

Graduated: Yes:  No:  Attending:  Major: Click here to enter text.

**EDUCATION # 2**

School Name: Click here to enter text.

City: Click here to enter text. State: Choose an item.

Date Started: Click here to enter a date. Date Ended: Click here to enter a date.

Graduated: Yes  No:  Attending:  Major: Click here to enter text.

**EDUCATION # 3**

School Name: Click here to enter text.

City: Click here to enter text. State: Choose an item.

Date Started: Click here to enter a date. Date Ended: Click here to enter a date.

Graduated: Yes  No:  Attending:  Major: Click here to enter text.

**Key Qualifications & Skills**

**Note:** Think like an employer for a second. If you were him/her what attributes /qualities do you think they desire most in an employee?

**Personal Values**

Bilingual: English: Choose an item.

Proactive  Good Verbal & Written Skills

Flexible  Detail-Oriented

Leadership  Interpersonal Skills

Organized  Diversity

Problem-Solver  Relationship Builder

Adapt to Conditions  Team-Player

Professional Attitude  Minimal Supervision

**Technical & Administrative Knowledge**

Basic Computer Skills  Microsoft Office Word, Excel, PowerPoint

Microsoft Office 365  Microsoft Office, Access, Visio, OneNote, Publisher

Experience w/ OS X Operating Systems  Experience w/ iMac Computers

Experience w/ Windows 11  Experience w/ Windows 8

Experience w/ Linux  Experience w/ Windows 10

Troubleshooting iMac  Troubleshooting Windows

Security Officer License  Operate Forklifts

OSHA Construction Certified  OSHA General Certified

**The above is not a complete list; however, feel free to add additional information.**