

XXXXXXXXXXXX XXXXXXXXX
555 5th Street
Springfield, MO 65807
417-555-5555-H
417-555-5551-W

EDUCATION:

B.S. in Psychology from the University of Springfield, Springfield, MO, 1980.
Completed 2 years towards M.S. in Business from the University of Springfield,
Springfield, MO (1990 to 1992).

EXPERIENCE:

1/86 to Present

COMPANY XYZ Springfield, MO

Job Title (1/97 to Present) –

- Responsible for supervising 10 hourly production employees and report to the Plant Manager at this 100 employee union facility producing XYZ.
- Responsible for ---.
- Accomplishments include: ---.

Previous Job Title (5/88 to 1/97) - Duties held in this position ---.

Previous Job Title City, State if different than original, (1/86 to 5/88) –

- Again list the responsibilities held in this position.

1980 to 1/86

PREVIOUS EMPLOYER City, STATE

Job Title (1983 to 1/86) –

Number of employees, union or non. How many supervised and whom you report to.

- Job description, duties and responsibilities. Accomplishments.

Job Title (1980 to 1983) - Responsibilities and duties.

DURING

COLLEGE:

UNIVERSITY OF SPRINGFIELD, Springfield, MO. Job Title (dates) –
Brief description of what duties were.

MILITARY:

US ARMY, Rank upon discharge (dates), Description if applicable.

REFERENCES:

Furnished upon request

COMPUTER TIPS

- Use the tab key (not space bar) to separate blocks of information or to indent from left margin.
- Use "bullets" to make lists (Under format/bullets and numbering or look for icon at top of screen)
- Do not use "enter" key at the end of each line. Let the set margins dictate how far to the right you type.
- Do not use a table or fancy formatting.

OPTIONAL

YOU MAY WANT TO ADD A SUMMARY AT THE TOP OF YOUR RESUME BELOW EDUCATION

YOU MAY HAVE ADDITIONAL TRAINING OR SKILLS TO ADD AT THE END OF YOUR RESUME.