

YOUR NAME
Street Address
City, State, and Zip
(415) xxx-xxx

Job objective: Position as _____

SUMMARY OF QUALIFICATIONS

- Number of years experience in the field or line of work.
- Relevant credentials or training or education.
- An accomplishment* that directly relates to the objective.
- A quality* or characteristic* of yours that supports this goal.
- Another accomplishment* or another characteristic*.

** reflected in the details below, of course*

RELEVANT EXPERIENCE & ACCOMPLISHMENTS

ONE RELEVANT SKILL

- An accomplishment* that illustrates or documents this skill.
- Another accomplishment* that illustrates or documents this skill.
- Another accomplishment* that illustrates or documents this skill.

ANOTHER RELEVANT SKILL

- An accomplishment* that illustrates or documents this skill.
- Another accomplishment* that illustrates or documents this skill.
- Another accomplishment* that illustrates or documents this skill.

ANOTHER RELEVANT SKILL

- An accomplishment* that illustrates or documents this skill.
- Another accomplishment* that illustrates or documents this skill.
- Another accomplishment* that illustrates or documents this skill.

* Wherever possible, mention where this happened, linking it to the Employment History to avoid confusion.
NOTE: In all cases, "relevant" means relevant to the above stated job objective.

EMPLOYMENT HISTORY

1990-present	Job Title	COMPANY NAME, City
198x-8x	Job Title	COMPANY NAME, City
197x-7x	Job Title	COMPANY NAME, City
197x-7x	Job Title	COMPANY NAME, City
197x-7x	Job Title	COMPANY NAME, City

EDUCATION & TRAINING

Degree or classes or whatever
Some credentials, maybe

BEFORE YOU DO ANYTHING: Make two or three BACKUP copies of this file!
Save ONE copy with this info on it so you'll know where to order the other Templates or Newsletter.

TEMPLATES

This Template is a sample from my "Damn Good SELF-TEACHING RESUME TEMPLATES". This one will get you off on the right foot in doing a simple, effective functional resume.

There are more sophisticated models among the 20 templates in the commercial package (\$39.95 + \$3.50 shipping), but this one works too.

The Template package includes 48 page manual, stuff on cover letters, reference letters, thank you letters, problems, etc. Such a deal!

NEWSLETTER

We also have a newsletter for resume professionals (Resume Pro Newsletter).

Write: Yana Parker, PO Box 3289, Berkeley CA 94703, or leave E-mail on America Online, "Yana P"

2-27-92

BOOKS

For more help with resumes, look for "Damn Good Resume Guide" or "The Resume Catalog" in your local bookstore.