

Student name

Complete Address
City, State Zipcode

Phone # you can be reached at
Best professional e-mail

Objective

To obtain a position where my skills can be utilized to benefit your company.

Professional Profile

Qualifications

- Demonstrate knowledge of key terms.
- List your computer skills.
- State your typing speed.
- What other qualities do you possess that are valuable to an employer?
- Any safety training?
- Special certificates?
- What equipment can you operate?
- Personality traits?
- Character qualities?

Professional Accomplishments

- What have you done well or are you noted for doing on behalf of your classmates or employers?
- Getting along well with others, one-on-one and in group situations.
- Identify barriers in communication and explain how to avoid them.
- Understand proper methods and OSHA regulations and apply them.

Work History

Dates you worked (Month Year to Month Year)

Job Title

Company Name, Location

Job Description:

Education

Dates you attended Month Year to Month Year)

School name, Location

Diploma awarded

- Certification
- Certification

References

Can be obtained upon request.