

CANDIDATE NAME

123 Any Street

Any City, CO 12345

Phone: 111-222-3333 Email: me@aol.com

SKILLS

- Include any licenses you might hold
- List special accomplishments such as sales increases
- Describe leadership abilities
- List unusual or specialized (such as computer) skills

EMPLOYMENT

CURRENT COMPANY, Any City, CO

(Dates employed) 01/97 - Present

Job Title

- List responsibilities you hold in your current position
- Describe what you have done to bring value to the company
- List any sales increases you have obtained or ways you have reduced expenses
- Describe the supervisory or management role that you may play

PRIOR COMPANY, Another City, CO

05/94 - 01/97

Job Title

- List responsibilities you held in this position
- Describe what you have done to bring value to the company
- List any sales increases you have obtained or ways you have reduced expenses
- Describe the supervisory or management role that you may play

COMPANY BEFORE THAT, Any Where, CO

05/92 - 05/94

Job Title

- List responsibilities you held in this position
- Describe what you have done to bring value to the company
- List any sales increases you have obtained or ways you have reduced expenses
- Describe the supervisory or management role that you may play

EDUCATION

COLLEGE OR UNIVERSITY NAME, College Town, CO

1992

Degree - Major Field of Study

AWARDS & ACCOMPLISHMENTS

- Certificate of Excellence from an employer or school
- Salesman of the Year, 1999
- Elected Chairman of the Board

MEMBERSHIPS/COMMUNITY INVOLVEMENT

- Championship Livestock Judging Team
- Local City Council