**NAME**

Address, City, State, Zip ⬩ (925) 555-5555 ⬩ name@somedomain.com

Title of position

* A quality that makes you perfect for the job such as number of years experience
* A quality that makes you perfect for the job such as “exceptional \_\_\_\_\_ (computer, customer service, management, etc) skills”.
* A quality that makes you perfect for the job such as “known for… or ability to (resolve customer complaints, meet deadlines, go above and beyond expectations, learn new software quickly, work well within a team, etc)”
* A quality that makes you perfect such as “Reputation for… (Dependability, honesty, dedication, etc)”.

# EDUCATION

# Los Medanos College, Pittsburg, CA 2009 – Present

* Major: Business Minor: (if applicable)

***Relevant Coursework***

Introduction to Business, Microsoft Office,

***Highlights (if applicable)***

* Scholarship from \_\_\_\_
* Honors club: Active member since \_\_\_

# RELEVANT EXPERIENCE

Customer Service

* Personal achievement on the job or job responsibility that is relevant to job you are applying for
* Focus on your accomplishments more than job duties
* Example: Answered six telephone lines and courteously assisted customers within high-volume, deadline-driven office. Earned a reputation for rapidly and calmly resolving customer complaints.

Administration

* Personal achievement on the job or job responsibility that is relevant to job you are applying for
* Focus on your accomplishments more than job duties
* Example: Took the initiative to create an organized system in the stock room so all employees could easily find and retrieve merchandise for customers.

Management

* Personal achievement on the job or job responsibility that is relevant to job you are applying for
* Focus on your accomplishments more than job duties
* Example: Took the initiative to create an organized system in the stock room so all employees could easily find and retrieve merchandise for customers.

# EMPLOYMENT HISTORY

COMPANY NAME, CITY, CA 2010 – Present

Job Title that you held (Volunteer – if applicable)

COMPANY NAME, CITY, CA 2009 – 2010

Job Title that you held (Volunteer – if applicable)

COMPANY NAME, CITY, CA 2007 – 2008

Job Title that you held (Volunteer – if applicable)