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| Name  Address  City, State, Zip  Home: (925) 555-5555  name@somedomain.com | Title of position you are applying for   * 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 for the job such as “Reputation for… (Dependability, honesty, dedication, enthusiasm, etc)”.  Experience 2010 – Present  COMPANY NAME, CITY, CA  Job Title that you held (Volunteer – if applicable)   * 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. * 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.   2009 – 2010 (Notice the older job goes here)  COMPANY NAME, CITY, CA  Job Title that you held   * 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. * 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.  Education2009 – Present Los Medanos College, Pittsburg, CA  * Associate’s degree in progress Current GPA: (only if it’s impressive) * Major: Business Minor: Computer technology   ***Highlights***   * Scholarship from \_\_\_\_ * Honors club: Active member since \_\_\_ |