**Resume Template 1 – Experienced Professionals Seeking Career Change**

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**NAME**

Mailing Address, City, State, Zip

(925) 555-5555 name@somedomain.com LinkedIn or Professional website (as applicable)

PROFILE (optional)

* 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 such as “Reputation for… (Dependability, honesty, dedication, etc)”.

# EXPERIENCE

Mo/Yr – Present COMPANY NAME, CITY, CA

Job Title

* 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.

Mo/Yr – Mo/Yr COMPANY NAME, CITY, CA

Job Title

* 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.

Mo/Yr – Mo/Yr COMPANY NAME, CITY, CA

Job Title

* 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.

# EDUCATION

# Expected 5/XX LOS MEDANOS COLLEGE, PITTSBURG, CA

**Associate of Art/Science/Transfer in \_\_\_\_\_\_\_\_\_\_** GPA: (if it is 3.0 and above)

* Relevant Coursework: Statistics, Intro to \_\_\_\_\_\_, etc.

# ADDITIONAL INFORMATION (optional – modify to your skills and job)

* Computer Skills: MS Word, Excel, Photoshop
* Language Skills: Bilingual English/Spanish
* Hobbies/Activities: Reading, Community Service