**Your Name**

Street Address, City, ST ZIP Code | Telephone | Email

**OBJECTIVE**

EXAMPLE: Recent graduate with A.A.S in business administration looking to expand my skills and knowledge in an entry level “Position” with “Company”

**PROFESSIONAL EXPERIENCE**

Company Name, Location Dates From—To

Job Title

* Job duty 1
* Job duty 2
* Job duty 3

Company Name, Location Dates From—To

Job Title

* Job duty 1
* Job duty 2
* Job duty 3

Company Name, Location Dates From—To

Job Title

* Job duty 1
* Job duty 2
* Job duty 3

**EDUCATION**

School name Location

Degree, Completion Month & Year

School name Location

Degree, Completion Month & Year

\*\*Include any honors, GPA above 3.5\*\*

**CERTIFICATIONS**

List applicable licensures/certifications. If none, remove section.