



**First & Last Name**

Address, City, State, ZIP  
515-555-1234  
[email@address.com](mailto:email@address.com)

**EDUCATION**

College/University Name

Degree / Major 3.8 / 4.0 GPA

1990 – 1994

**EXPERIENCE**

**Company Name**

A little bit about the company, who they are and what they do, company size, etc.

**December 2000 - Present**

**Title – Most recent**

- What did you do?
- How did you do it?
- Give me numbers!
- Give me specific percentages!
- More
- More
- More!

**Significant Accomplishments**

- Saved the company time, energy, man power, dollars etc.
- Tweaked a policy or procedure they are still using today

**Previous Company Name**

A little bit about the company, who they are and what they do, company size, etc.

**January 1994 - December 2000**

**Title – Most recent**

- What did you do?
- How did you do it?
- Give me numbers!
- Give me specific percentages!
- More
- More
- More!

**Significant Accomplishments**

- Saved the company time, energy, man power, dollars etc.
- Tweaked a policy or procedure they are still using today

**Previous title to current title**

- What did you do?
- How did you do it?
- Give me numbers!
- Give me specific percentages!
- More
- More
- More!

**Significant Accomplishments**

- Saved the company time, energy, man power, dollars etc.
- Tweaked a policy or procedure they are still using today

**Previous Company Name**

A little bit about the company, who they are and what they do, company size, etc.

**March 1992 - January 1994**

**Title – Most recent**

- What did you do?
- How did you do it?
- Give me numbers!
- Give me specific percentages!
- More
- More
- More!

**Significant Accomplishments**

- Saved the company time, energy, man power, dollars etc.
- Tweaked a policy or procedure they are still using today

**Previous title to current title**

- What did you do?
- How did you do it?
- Give me numbers!
- Give me specific percentages!
- More
- More
- More!

**Significant Accomplishments**

- Saved the company time, energy, man power, dollars etc.
- Tweaked a policy or procedure they are still using today

**COMPUTER SKILLS**

Word  
Outlook  
PowerPoint

Excel  
JD Edwards  
Access

Peachtree  
Hyperion