

Address
Email

Name

Home Phone Number
Alternate Phone Number

OBJECTIVE

This would be the type of job that you are looking to obtain. Not every resume has to have an objective, but if you are clear about your ideal job, I would put the description here. If there are different jobs that you may want to apply, you can change the objective statement to suit what the job description is in the advertisement.

CAREER SUMMARY

This is an area on the resume that applicants usually put the highlights of their strengths and experience. A sample as an HR professional I have put below:

Strengths and Experience

- * Compensation and Benefits
- * Employee Relations
- * Union Negotiations
- * Training and Development
- * Safety/Workers' Compensation
- * Recruiting

PROFESSIONAL EXPERIENCE

This would be where you would list your specific, chronological job history starting with your most recent position.

Company Name and Location

Dates from/to Job Title

Put the description of the company that you presently work or did work. If you can, put the company's industry, whether it is public traded or privately held, how much sales, how many employees, and their geographic coverage. You would then put your general description of the job that you presently have or did have.

Major accomplishments:

This is where you would put bullet points of the major accomplishments that you did in this position. Be specific about what the challenge was and how you solved it. If possible, list any savings or reductions in costs you were able to accomplish.

EDUCATION

Put under here any education and degrees that you have received. Put any additional seminars or certifications that you have achieved over the years that are relevant to the job you are pursuing.

OTHER

Put any associations or groups that you belong to that are relevant to the job you are pursuing.