**Sally Sample**

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City, MI 49242

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**CAREER OBJECTIVE (OR CAREER TARGET)**

A specific and focused statement (1-2 sentences) that describes the type of work that you seek, and how your skills and abilities align with the needs of the employer.

*Sample:*

*Seeking an internship as a bookkeeping assistant where my accounting education, and my reputation for timeliness and accuracy will add value to my employer.*

**SKILLS SUMMARY**

* List skills that are directly needed for the position you seek. Review the job posting or do research if necessary. Job specific skills are often KEYWORDS.
* You may use bullet points for this skills list.
* Always rank your skills in order of importance to the employer.
* 5-8 bullets that match your skills to the occupation should be sufficient.

**EDUCATION**

Training Provider Name| City, MI

Graduation Date Expected

Class Rank or GPA: (if impressive)

Relevant Coursework: List any courses that you have taken that will make you marketable to the employer.

Awards and Achievements: (i.e., Honor Roll, National Honor Society)

Extracurricular Activities: (i.e., sports and/or clubs)

**EXPERIENCE**

* You may include both paid and unpaid work experience in this section in reverse chronological order (most recent job first)
* If the position was unpaid, you must list “Volunteer”, or “Unpaid” next to your job title.
* Required: Job title, Company Name, City and State, and dates of employment.
* You may use a bulleted list of your duties and responsibilities.
* Begin your statements with verbs. If you are no longer working there, verbs must be past tense.
* Try to match your responsibilities/duties statements with your skills list. If you have provided Customer Service as a skill, provide an example how you served customers.

*Sample:*

*Job Title | Employer Name | City, MI mm/yyyy – mm/yyyy*

* *Provided professional and friendly service to customers. Took accurate food orders and delivered orders promptly.*