

Your Name

123 Your Address, Your Town, YS 12345
123-456-7890 | email@jobplease.com

ANNOUNCEMENT NUMBER: ABCD-12-EF-3456789-GH

Veteran's Preference: N/A | Federal Employment Status: N/A | Citizenship: Your Country

WORK EXPERIENCE

Formal Job Title

9/2022 – Present

Employer Name

123 Job Address, Job Town, JS

Supervisor: Ms. Job Person (123-456-7890, may/may not contact)

Hours per week: 40

- List your Duties, Accomplishments, and Related Skills
- Be really thorough and match this description to keywords and desired skills in the job ad

VOLUNTEER EXPERIENCE

Title of Volunteer Position

1/2020 – Present

- List your Duties, Accomplishments, and Related Skills

Volunteer Position w/ Location

3/2023

Company/Organization Name

Town, ST

- List your Duties, Accomplishments, and Related Skills

Volunteer Position w/ Supervisor and Hours

6/2011 – 8/2011

Company/Organization Name

123 Volunteer Rd., Town, ST

Supervisor: Mr. Volunteer Person (123-456-7890, may/may not contact)

Hours per week: 5

- List your Duties, Accomplishments, and Related Skills

EDUCATION

School or Program Name

City, ST

Degree/level attained in Major

8/2022

- Minors: Optional minors here
- GPA: Optional GPA here
- Credits earned: Optional credits earned here
- Honors: Optional honors here
- Relevant coursework, licensures, & certifications

JOB RELATED TRAINING

Title of Job Related Training

4/2023 – 5/2023

- List the titles and completion dates of training courses that are relevant to the position you are seeking.

AFFILIATIONS

Organization Name: Affiliation/Role

Another Organization Name: Affiliation/Role

PROFESSIONAL PUBLICATIONS

- Name, Your**, Co-author, Your. 2023. *Title of Your Illustrious Professional Publication Here*. Journal Name Here, 123, 45
- Name, Your**, Co-author, Your, Other Co-author, Your, et al. 2023. *Other Title of Publication Here*. Other Journal Name Here, 678, 90

REFERENCES

Name	Employer	Title	Phone	Email
Reference Person (*)	Employer Name Here	Dr.	123-456-7890	professional@reference.com
Other Reference	Other Employer Name Here	Ms.	987-654-3210	personal@reference.com

(*) Indicates professional reference

ADDITIONAL INFORMATION

Enter job-related honors, awards, leadership activities, skills (such as computer software proficiency or typing speed) or any other information requested by a specific job announcement.