

<header>

Container element for headers denoting a new section

<title>

Container element for name of document; can be name of applicant

<contact_information>

Container element for contact information; generally at beginning or end of document. Needs to contain at least one piece of contact information

<contact>

Element for contact information; must include at least one attribute from list

@address

Attribute to contact info; personal address to send physical mail

@phone

Attribute to contact info; phone number that you are most likely to respond to, can be either cellphone or home phone

@email

Attribute to contact info; best email to reach you at

@other

Attribute to contact info; contact information that does not fall into any other category

<qualifications>

Container element for all relevant qualifications; should include work experience, may include certifications, associations, education, unpaid/volunteer work, languages spoken, etc.

<work_experience>

Container element for work experience, sub-element of qualifications

<job>

Container element for each job listed, sub-element of work experience, optional element if not applicable; includes the start and finish dates, location, and a summary of the job, should include employer, and title of position held

<job summary>

Container element for all summary points per job.

<job title>

Container element for title of position held at a job; also contains company name and location.

<job date>

Container element for start and end dates of job.

<affiliations>

Container element for affiliations, sub-element for qualifications, optional element, can have multiple affiliation elements; A list of any associations the applicant is a member of

<education>

Container element for education, sub-element for qualifications, optional element; where the applicant matriculated, degree(s) earned, and year they earned their degree(s).

<additional_Information>

Optional element; applicant may include relevant hobbies and interests here. Can include a list of publications, professional courses, licenses and patents, etc. Only use if appropriate.

<objectives>

Optional element; any employment goals you have for the position or the company