

## Resume Template: Art 198

<http://jobsearchtech.about.com/gi/dynamic/offsite.htm?site=http://www.distinctiveweb.com/samples/sample3/index.html>

### Contact Information

The first section of your resume should include information on how the employer can contact you. NO HOME ADDRESS OR HOME PHONE!

*First Last Name*

*Street Address*

*City, State, Zip*

*Phone (Cell/Home)*

*Email Address*

### Objective (*optional*)

What do you want to do? If you include this section it should be a sentence or two about your employment goals. A customized objective that describes why you are the perfect candidate for the job can help your resume stand out from the competition.

### Career Highlights / Qualifications (*optional*)

A customized section of your resume that lists key achievements, skills, traits, and experience relevant to the position for which you are applying can serve dual purposes.

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### Experience

This section of your resume includes your work history. List the companies you worked for, dates of employment, the positions you held and a bulleted list of responsibilities and achievements. If you have limited experience, then list your education first followed by work experience.

#### Company #1

City, State

Dates Worked

#### Job Title

Responsibilities / Achievements

Responsibilities / Achievements

#### Company #2

City, State

Dates Worked

#### Job Title

Responsibilities / Achievements

Responsibilities / Achievements

### Education

In the education section of your resume, list the colleges you attended, the degrees you attained, and any special awards and honors you earned.

*College, Degree*

*Awards, Honors*

### Skills

Include skills related to the position / career field that you are applying for i.e. computer skills, language skills.

### References available upon request

There is no need to include references on your resume. Rather, have a separate list of references to give to employers upon request.