

YOUR NAME

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This [Resume Template](#) provides an example of how to use a table format to present your resume with major section headings on the left hand side. Modify the section headings and content as needed. To add a tab when you are working in a table, you can press Ctrl+tab. To show/hide the table gridlines while you are working, go to: Table > Hide/Show Gridlines. Modify the Normal style to change the font for the entire page and modify Heading 1 to change the section heading style. This template is copyrighted by Vertex42.com (see [terms of use](#)). Visit [vertex42.com](#) for more information and [resume tips](#).

OBJECTIVE	A [type or title of position] position in the [name of industry] industry where my expertise in [area 1] and [area 2] would be needed	
SUMMARY OF QUALIFICATIONS	Senior Level Technical Manager with 15 years of management experience, a Masters degree in Mechanical Engineering, and 10 years as design engineer in the auto industry. <ul style="list-style-type: none">• Consider listing qualifications using bullets• Especially skilled at [skill1], [skill2], [skill 3]...• Proven ability to ... A talent for ... Skilled in ... Extensive knowledge of ...• Expertise in [skill 1, skill 2, skill 3]	
EXPERIENCE	Company Name , Location Position <ul style="list-style-type: none">• Taught ...• Supervised ...• Increased sales by ...	2005 to Present
	Company/Organization , Location Position <ul style="list-style-type: none">• Organized ...• Developed ...	2003 to 2005
	Company/Organization , Location Position <ul style="list-style-type: none">• Prepared ...• Conducted ...	2000 to 2003
EDUCATION	M.S. Electrical Engineering , University Name, Location Thesis: "Title", Advisor: Name	May 2000
	B.S. Electrical Engineering , University Name, Location Minored in Mathematics Major GPA: 3.6/4.0 Overall GPA: 3.2/4.0	May 1998
COMPUTER SKILLS	<ul style="list-style-type: none">• Java, Visual Basic, C++, PHP• MS Excel, Word, PowerPoint• MS Access, MySQL, Oracle• AutoCAD, SolidWorks• MATLAB, Mathematica• Windows, Linux, Mac OS	
LANGUAGES	English: Native language Spanish: Intermediate Listener, Novice Speaker, Advanced Reading and Writing	
ACTIVITIES AND INTERESTS	Scoutmaster (Eagle Scout), Amateur radio (N7ABC), Gardening, Mountain biking, Carpentry, Computers, Cycling, Hiking	
REFERENCES	Available upon request	