

JENNIFER SMITH

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OBJECTIVE:

State what your career goals or the profession that you would like to enter.

SKILLS/ACHIEVEMENTS:

- List all major-specific qualifications that you have for the job.
- List any special skills you learned in class (ex. medical terminology).
- List all legal terminology you learned (i.e. HIPAA and OSHA)
- List any skills or certifications you have: computer, languages that you speak, First Aid/CPR.
- List any awards you have won (President's List, Dean's List, etc...)

EDUCATION:

mo/yr-mo/yr **Name Your School**, New York, NY

Name your degree program

List your anticipated graduation date if you are close to graduation or "Completed credits in [name the major]" if you did not complete the program.

EXPERIENCE:

mo/yr-mo/yr **Name Your Most Recent Employer**, City, State

Name Your Official Job Title

- Describe any special tasks you are assigned on this job.
- Use "action verbs" to keep the focus on what you did.
- Recognize any special achievements you have completed on the job.

mo/yr-mo/yr **Name Your Next Most Recent Employer**, City, State

Name Your Official Job Title

- Focus on job tasks that are not already stated with another employer
- Highlight any job roles that relate to healthcare or basic skills that you can use in any position.

mo/yr-mo/yr **Name Your Third Most Recent Employer**, City, State

Name Your Official Job Title

- If you have a job that has more skills that are required than another, you can add extra bullet points to that job, and use less for another
- This helps keep your resume to one page.

REFERENCES:

Furnished upon request