(Resume template)

First Last Name

Street address
City, state, zip
Phone number
Email, if they have one

OBJECTIVE

Single sentence about type of job person is seeking

PROFILE / SKILLS

- Languages
- Driving skills, if any
- Skills
- Statements about work style (hard working, honest, etc.)

EMPLOYMENT EXPERIENCE

Date from – date to Name of company City, state or city, country
Job Title

- Duty, accomplishment 1
- Duty, accomplishment 2, etc.

Date from – date to Name of company City, state or city, country
Job Title

- Duty, accomplishment 1
- Duty, accomplishment 2, etc.

Etc.

EDUCATION

Currently Ronald M. Hubbs Center Saint Paul, Minnesota
GED in progress (or English language studies, etc.)

(no date) Name of college or high school, if any City, state or city, country
High School Diploma (or field of study)

REFERENCES

Cheerfully given when asked