

# Your Name

---

Street Address, City, State, Zip Code • Phone Number • E-mail Address

**OBJECTIVE:** What you want (name the position & the firm) and what you offer (name 2-4 of your greatest strengths, relevant to the position)

**EDUCATION:**

University Name, City, State (Highest Degree on Top)  
(BS/ BA/MA/PhD) in (Accounting, History, etc.), Month & Year of Graduation  
GPA (When it's high enough to brag about or required)

**EXPERIENCE:**

Company Name, City, State, Dates (Most Recent)  
Job Title

- Accomplishment from this experience, illustrating a skill needed in the new job.
- Accomplishment from this experience, illustrating a skill needed in the new job.
- Accomplishment from this experience, illustrating a skill needed in the new job.

Company Name, City, State, Dates (2<sup>nd</sup> Most Recent)  
Job Title

- Accomplishment from this experience, illustrating a skill needed in the new job.
- Accomplishment from this experience, illustrating a skill needed in the new job.
- Accomplishment from this experience, illustrating a skill needed in the new job.

Company Name, City, State, Dates (3<sup>rd</sup> Most Recent)  
Job Title

- Accomplishment from this experience, illustrating a skill needed in the new job.
- Accomplishment from this experience, illustrating a skill needed in the new job.
- Accomplishment from this experience, illustrating a skill needed in the new job.

Company Name, City, State, Dates (4th Most Recent)  
Job Title

- Accomplishment from this experience, illustrating a skill needed in the new job.
- Accomplishment from this experience, illustrating a skill needed in the new job.
- Accomplishment from this experience, illustrating a skill needed in the new job.

**ACTIVITIES & ASSOCIATIONS:**

Position, Organization/Association, Date  
Position, Organization/Association, Date  
Position, Organization/Association, Date

**SKILLS:**

Language: (fluent, conversational, written/spoken)  
Computer: Microsoft Office, QuickBooks

# Your Name

---

Street Address, City, State, Zip Code • Phone Number • E-mail Address

## References:

Susan M. Linder, Director of Career Services  
Southern Utah University  
Cedar City, UT  
(435) 586-5421, Office  
[linder@suu.edu](mailto:linder@suu.edu)

Name, Job Title  
Company Name  
City, State  
Phone  
E-mail address

Name, Job Title  
Company Name  
City, State  
Phone  
E-mail address

Name, Job Title  
Company Name  
City, State  
Phone  
E-mail address

Name, Job Title  
Company Name  
City, State  
Phone  
E-mail address