

JOB-SPECIFIC RESUME TEMPLATE

JOE JOBSEEKER

Street Address

City, State and Zip Code

Phone Number | Email Address

SUMMARY OF QUALIFICATIONS

Summarize your background. Include your years of experience, as well as relevant skills and subject areas. Indicate the industries you have worked in during the course of your career. Add one or two sentences that highlight the projects you have accomplished that relate specifically to the job for which you are applying.

EXPERIENCE

List your professional experience, including titles, companies and synopses of work performed. For companies that may not be widely known, include a brief description of what the company does or the industry it is in. Do not include a company description for large, widely known companies; but do list their industry. At the end of each position description, include a list of tools used during the project.

CLIENTS

Always list chronologically the specific companies that you have supported. If you prefer a functional resume, list clients separately.

EDUCATION

List degrees, including major subjects studied and the college/university attended. If you had a focus or emphasis, list it if it is relevant. Avoid listing specific classes. List all relevant certifications. Graduation dates or GPAs do not need to be included.

SOFTWARE/TECHNOLOGY SKILLS

List the programs and software applications you have experience using. A table is a great way to present this information. You can also indicate the depth of experience if you wish to do so.