



Sample Resume

[First Name] [Last Name]
[Preferred Address]
[Preferred Phone and E-Mail]

LICENSES/CERTIFICATIONS

- ▶ [Licence 1]
- ▶ [Date Licensed]

- ▶ [Licence 2]
- ▶ [Date Licensed]

- ▶ [Certification 1]
- ▶ [Date Granted Certification]

- ▶ [Certification 2]
- ▶ [Date Granted Certification]

EMPLOYMENT EXPERIENCE

- ▶ [Employer 1]
- ▶ [Start Date (mmddyyyy)] – [Completion Date (mmddyyyy)]
- ▶ [Position Title]
 - ▶ [Duty 1]
 - ▶ [Duty 2]
 - ▶ [Duty 3]
 - ▶ [Duty 4]

- ▶ [Employer 2]
- ▶ [Start Date (mmddyyyy)] – [Completion Date (mmddyyyy)]
- ▶ [Position Title]
 - ▶ [Duty 1]
 - ▶ [Duty 2]
 - ▶ [Duty 3]
 - ▶ [Duty 4]

- ▶ [Employer 3]
- ▶ [Start Date (mmddyyyy)] – [Completion Date (mmddyyyy)]
- ▶ [Position Title]
 - ▶ [Duty 1]
 - ▶ [Duty 2]
 - ▶ [Duty 3]
 - ▶ [Duty 4]