GARY GENERAL (SAMPLE)

[email@email.com](mailto:email@email.com) | 361-000-0000 | City, ST Zip Code

**Objective**

Limit your objective to 2-3 sentences maximum. Briefly summarize your most relevant experience and 2-3 skills that align with the job you’re seeking. Clearly state the position you’re applying for and how you hope to contribute to the company. Be sure to mention the company name and tailer the objective each time you apply to a new role.

**Education**

**Victoria College** | *Victoria, TX*Month Year

Associate of Applied Science Degree in Process Technology

**High School** |*City, TX*Month Year

High School Diploma

**Skills & Certifications**

|  |  |
| --- | --- |
| * Highlight specific machinery and software you know how to use | * Use the job description to add relevant skills |
| * Don’t forget soft skills | * Skill |
| * Skill | * Ask instructors |
| * Skill | * Skill |
| * XYZ Certified | * Highlight technical skills |
| * Use your course syllabi to get ideas for skills |  |

**Experience**

**Company Name** | *City, St* Month Year – Month Year

Your Title

* Highlight a few duties you performed.
* Always start the sentence with an action verb.
* Try your best to highlight skills that may relate to the job you are applying for.
* Quantify if possible. If you led a team, be sure to state how many people were on the team.
* List anything that made you stand apart. For example, were you the cashier with the most sales in October?