



Resume Template

Name

Address
City, State Zip
Telephone
Email address

Career Objective: To secure a position ...

Education: **Kirtland Community College** Roscommon, Michigan
Dates of Attendance
Degree or Certificate

High School City, State
Dates of Attendance
Classes:

Work Experience: **Place of Business** City, State
Dates of Employment
Position:
Duties:

Place of Business City, State
Dates of Employment
Position:
Duties:

Certifications: Type
Type

Skills: List Personal
List Professional

Other categories as needed:

- Recognitions
- Volunteer Work
- Affiliations
- Specialized Training

www.kirtland.edu/student-success-center