**First M. Lastname**

1234 Address Ave, Henrico, VA 23223 / 804-765-4321 (home) / 804-123-4567 (cell)

myemailaddress@email.com

**Skills**

* List specific things that make you qualified for the job
* Special licenses or certifications like CDL or LPN
* Special skills like forklift operator
* Specific software you know well like CAD or Microsoft Excel

**Experience**

**Current Job Title, Company Name, City, ST**

1/2014 to Present

Write a summary of your key responsibilities and greatest accomplishments here.

* Key Responsibility
* Key Responsibility
* Key Responsibility

**Job Title, Company Name, City, ST**

3/2010 to 1/2014

Write a summary of your key responsibilities and greatest accomplishments here.

* Key Responsibility
* Key Responsibility
* Key Responsibility

**Job Title, Company Name, City, ST**

7/2003 to 2/2009

Write a summary of your key responsibilities and greatest accomplishments here.

* Key Responsibility
* Key Responsibility
* Key Responsibility

**Education Degree, School Name, City, ST**

You can include your GPA here and any special course work, awards, or honors.

**Degree, School Name, City, ST**

You can include your GPA here and any special course work, awards, or honors.

**References** You can either list your references here with their contact information (see below), or write that your references are available on request.

Ms. Monique Darnell, Pastor, Northside Baptist Church, 804-123-1234, revdarnell@northsidebc.org

Mr. James Williams, Owner, Previous Employer Name, 804-123-1234, jwilliams@previousemployer.com

Dr. Wilton Adamson, Associate Professor, College You Attended, 804-123-1234, wadamson@mycollege.edu