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Resume Outline**

## John Doe

123 Main Street

Chicago, IL 62000

(123) 456-7899

your.name@email.com

|  |  |
| --- | --- |
| Objective |  |
|  | The objective should be a brief statement on how the position you are applying for fits your qualifications and goals. |
| Work Experience |  |
| Length of Employment  (Month & Year)  May 2014 to Present | Name of Company, City & State  Position: ACCOUNT MANAGER  Responsibilities: List the most important job duties first  If applicable, try to relate the duties to the position applying for |
| March 2013 to May 2014 | ABCD Company, Glendora, California  Position: ACCOUNT MANAGER   * Supervise accounting/payroll staff * Generate quarterly reports * Audit all accounts * Provide guidance to staff |
| Education |  |
| September 2012 to June 2014 | CITRUS COLLEGE, Glendora, California  **Major:** BUSINESS MANAGEMENT  **Degree:** Associate in Science  **Degree Conferred:** Use exact date if available or expected date  For example: Expected graduation June 13, 2014 |
| Special Skills, Training and Awards |  |
|  | Include any pertinent information in this section |

Reference Available Upon Request

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