

**See Marketable Skills**  
ability to communicate complex data, good interpersonal skills, problem definition or resolution, etc.

**First and Last Name**  
**Street Address**  
**City, State Zip Code**  
**(301) 123-4567**  
**E-Mail**

**See Significant Skills**  
accounting skill, administrative ability, analytical skill, etc.

*Skill Overview*

The skill names you use can be found on job web sites.

- X yrs supervisory experience
- Y yrs experience skill 1 (office administration, food service, etc)
- Z yrs experience skill 2
- Licensed or Certified in xxx

### *Work Experience*

1/2000 – 9/2001

**See Action Verbs**

**Job Title [Job Title 2], Company Name, [Address] City, State Zip (202) 444-6789**

- Accomplished, Contributed, Spearheaded or etc.
- Success Bytes
- Results for Employer (20% faster customer service, etc.)

When writing these success bytes ask yourself:

1. What was my best day at work for this company? Why?
2. What good things did your boss, fellow employees, subordinates, customers say about you?
3. What were the results for the company?

### *Education and Training*

**Certificate in XXXX, Institution, City, State, 2005**

**Diploma, Major, Institution, City, State, 2000**

**Coursework, Accounting (20 credit hrs), Institution, City, State, 1995**

**Diploma, Institution, City, State, 1995**

### *Computer Skills*

Mention in Work Experience especially when in job announcement  
**Example:**  
**Accomplished xxx using Excel 2000,**

- Windows 95, Windows 98, Windows 2000, Windows ME, Windows NT, Windows XP
- Word 2000
- PowerPoint 2000, Outlook 2000
- Internet Explorer 5
- Excel 2000
- Access 2000
- FrontPage 2000, Dreamweaver 4
- Winzip
- McAfee Office Central
- Quicken, TurboTax