YOUR NAME

*Street Address | City, ST ZIP Code | Phone Number | E-mail Address*

**OBJECTIVE**

* Obtain a position at “Company you are applying for” where I can maximize my “Job Description Requirement”, “Job Description Requirement”, “Job Description Qualification”, and “Job Trait” Experience.
* Sword Fighter trainee of the year, recognized for winning fights constantly

**EMPLOYMENT HISTORY**

TITLE - Sword Fighting Company A **Start Date — End Date**

*Location, State*

* Main key Requirement on the job description, If they want experience, certification, license, ability to do something whatever it may be list that here first.
* Major responsibility that the job wants you to undertake. Manage, Coordinate, whatever it may be list that here and state that you did it well
* Worked with these people in order to make this happen. So worked closely with Clients, Employees and upper level management in order to gather all production requirements which resulted quicker production cycles, zero faulty items and increased in repeat orders.
* Major Accomplishment, a reward, something you implemented, how you left the place in better shape – EMBELISH there is no way recruiters can check, don’t lie however because that is easily seen during the interview process.

TITLE - Sword Fighting Company A **Start Date — End Date**

*Location, State*

* Keep repeating the above for all jobs

*Keep repeating this for all jobs at least 10 years back, much further is not needed.*

**Education**

* Mention if you have it and if the job requires it, if somebody is looking for a candidate with a high school degree as a minimum and you have a master degree, its best to keep the masters of the resume. I know you are proud of it and so am I but will talk about this later in the blog section; all we are trying to accomplish for right now is get our interview conversion rate up.

**Skills/Abilities/Traits**

* List the key requirements which you did not touch on with your bullet points, so anything that is in the job description that you know how to do list it here.

“**Activities**”, “**Volunteer History**” or “**Organizations**” is not required unless they closely relate to the job.