*Use 12 Font - New Times Roman*

**Your Name**

Address

City, State Zip

Phone Number

Email address

**Objective** Describe yourself as an employee. Use descriptive words.

**Education** Degree, Major, Umpqua Community College, Roseburg, OR June 2016

* 3.0 GPA

**Experience** Job Title, Name of company, Location, and Dates of employment

* Job Details
* Job Details
* Job Details

Job Title, Name of company, Location, and Dates of employment

* Job Details
* Job Details
* Job Details

**Skills**

* (list all of the skills that make you the ideal candidate for the job)