

# RESUME TEMPLATE

[Your Name]

## Contact:

[Your Phone Number]  
[Your Email Address]

## Education:

[Degree Level and Area of Focus]  
[School Name]

[Degree Level and Area of Focus]  
[School Name]

## Experience:

[Job Title]  
[Company Name – City, State]                      [Starting Month Year] – [Ending Month Year]

[Add bullet points that describe your responsibilities and accomplishments in the role.  
Use brief examples.]

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[Company Name – City, State]                      [Starting Month Year] – [Ending Month Year]

[Add bullet points that describe your responsibilities and accomplishments in the role.  
Use brief examples.]

## Additional Training, Certifications, and/or Volunteerism:

[Add bullet points that relate to the position you are applying to. For example, when applying for an office position, include the computer programs you are proficient in using and any administrative-related certifications obtained.]

### Tips to customize:

Include the following items:

- Your name on all pages – use a footer for consistent placement
- Education - degree type and field of study.
- Bullet list of your specific experience related to the role.
- Dates of employment including the month *and* year.
- Concise, organized bullet points for easy viewing.
- Be concise and steer away from lengthy paragraphs.
- Experience from the last 10-years, ensuring relevancy to the role.

# SAMPLE RESUME

## John Smith

### Contact:

Mobile Number: 602 – 555 – 5555

Email: [John.Smith@yahoo.com](mailto:John.Smith@yahoo.com)

### Education:

Master of Business Administration  
Arizona State University – Tempe, AZ  
2016 – 2018

Bachelor of Arts in Communications  
University of Houston – Houston, TX  
2010 – 2014

### Experience:

#### Office Manager

ABC Dental Office – Chandler, AZ

December 2018 – Present

- Manage the calendars of a 10-person team of dental professionals, ensuring to adhere to accuracy and time management.
- Draft and proofread clear and concise correspondence (emails, letters, memos) for various purposes to clients.
- Manage resource allocation for meeting rooms and equipment, maximizing efficiency.
- Coordinate partnerships with surrounding dental offices and dental personal through job fairs, conferences, and phone calls.
- Manage documentation of all clients and ensure filing is completed properly.

#### Administrative Assistant

State Farm - Tempe, AZ

October 2014 – November 2018

- Maintained the schedules of various executives.
- Handled all incoming calls, emails, mail, and other inquiries and responded in a timely and polite manner.
- Ensured that all supplies were ordered and stocked properly.
- Provided face to face customer service to all visitors.
- Collected and organized documents for management.

#### Camp Counselor Lead

Happy Campers – Houston, TX

February 2008 – September 2014

- Planned, led, and implemented camp programs for children.

[Your Name]

- Provided high-quality educational and recreational opportunities and enjoyable experiences for camp participants.
- Supervised campers and ensured their safety, development, growth, skill achievement, and general well-being.
- Maintained a schedule for camp participants.
- Organized and led various small and large group activities
- Ensured the cleanliness of the site.
- Maintained accurate program records, including incident reports, logbook documentation, and daily attendance.
- Enforced and followed all safety guidelines associated with the camp program.

**Training:**

- Microsoft Word, Excel, and Access training course – August 2012.
- Management Development training course – January 2019.
- Lambda Pi Eta – August 2012 – May 2014.
- First Aide/CPR Certified – January 2008, renewed yearly.