

# EXAMPLE RESUME



## John Smith

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(123)444-5678

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## QUALIFICATIONS SUMMARY

- 4-5 bullet points of your experience and qualifications that relate to the job you are applying for.
- **Example:** Worked one year as a supervisor in a mechanic shop.

## RELEVANT SKILLS

### Skill #1

- Include 3-4 bullet points that provide evidence of your abilities.

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### Skill #2

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### Skill #3

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## WORK HISTORY

**Company Name, City, State - Position**

**Example:** Prison Fellowship, Lansdowne, VA - *Field Director*

## EDUCATION

**Education Certification here**

**Example:** General Education Diploma

**City, State Received**

Lansdowne, VA