[Your Name]

[**Street Address, City, ST ZIP Code**] [**e-mail**] [**phone**]
(If state is abbreviated, abbreviate all states on resume for consistency)

Objective Type of work, type of company, skills, long-term expectations

Education

[**Degree**] [**School Name**], [**City, ST**] [**date of graduation**]
Emphasis:
Honors:

[**Degree**] [**School Name**], [**City, ST**] [**date of graduation**]

Work History

[**Job title**] [**Company Name**], [**City, ST**] [**dates of employment**]
- Bullet accomplishments, beginning each with an action verb

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- Bullet accomplishments, beginning each with an action verb

[**Job title**] [**Company Name**], [**City, ST**] [**dates of employment**]
- Bullet accomplishments, beginning each with an action verb

(Mission)

Voluntary Representative, The Church of Jesus Christ of Latter-day Saints country or state, Years
- Bullet activities showing transferable business or leadership skills

Skills

(Languages) Speak, read and write conversational German (list mode, fluency and languages)

(Computers) List programs, languages and/or types of systems

Activities & Memberships Put in order of importance with the most important first

Interests (Not so many that it looks like you don't have time to work)

Personal Willing to relocate (add this one only if you really are willing to move)