

First M. LastName

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QUALIFICATIONS SUMMARY

Dependable, enthusiastic worker with more than ## years of BE SPECIFIC. Suggestion: include top 5 relevant skills/talent/experience you possess should get THIS job position that are submitting your resume for. You may alter it, depending on the position you apply. What will the HR /Recruiter read here, that will make them want to keep reading below! You have 20 seconds to impress the HR/Recruiter with this resume!

RELATED EXPERIENCE

Company Name, City, DE

Job Title, Month Year to Month Year (or present)

Summarize the job in one-two sentences

- Create bullets of your top duties.
- Create bullets of your top duties.
- Create bullets of your top duties.

Company Name, City, DE

Job Title, Month Year to Month Year

Summarize the job in one-two sentences

- Create bullets of your top duties.
- Create bullets of your top duties.
- Create bullets of your top duties.

Company Name, City, DE

Job Title, Month Year to Month Year

Summarize the job in one-two sentences

- Create bullets of your top duties.
- Create bullets of your top duties.
- Create bullets of your top duties.

EDUCATION & TRAINING

Delaware Army National Guard, Wilmington, DE

##Mos, MOS Title , Month Year to current

- Certification, U.S. ARMY for MOS xxxx, clearance info.
- Summarize what military training/experience that is may be relevant and important to your potential employer. Any certifications? *Use a military-to-civilian translator for help on terms, so the civilian employer will comprehend how great your skill sets are, if necessary!*

Your University, City, DE.

Degree, Year.

Your High School, City, DE, Year Graduation.