

Connections Personnel
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Objective: To secure a position in a company where I can utilize my skills and experience while offering growth potential. (your objective should be a brief summary of what kind of position you are looking for)

Skills: Microsoft Word, Excel, Outlook, etc

Experience:

Company and Dates employed

Address (city and state will do)

Position Title

- Brief sentences of job function and major accomplishments
- Interviewed, tested and placed applicants in positions with client companies
- Created company newsletter
- Maintained existing account through follow-up and visits
- Attended job fairs to recruit potential applicants

Company Dates employed

Address

Position Title

- Again, brief sentences of job functions

Education

School and dates attended

Address

Major

Degree

References: Available upon request