**Your Name**

Address

City, State Zip

Phone Number

Email Address

**PROFESSIONAL PROFILE**

Describe yourself as an employee. Use descriptive words.

**EDUCATION**

**SUNY Rockland Community College, Suffern, NY**

Associate of Arts, Liberal Arts and Sciences – 2010

GPA 4.0

**SKILLS and ABILITIES**

* (list all of the skills and abilities that make you the ideal candidate for the job)
* Computer Skills
* Languages Spoken

**WORK HISTORY**

**Name of company, City, State Dates of employment**

*Job Title*

* Job Details
* Job Details

**Name of company, City, State Dates of employment**

*Job Title*

* Job Details
* Job Details

**Name of company, City, State Dates of employment**

*Job Title*

* Job Details
* Job Details