First and Last Name

# City, State | Phone (Cell/Home, include area code) | Email Address

# Education

## High School Diploma/ GED- City, State Graduation Date: YYYY-YYYY

## Name of College/ University- City, State Graduation Date: YYYY-YYYY

* Degree
* Minor

# Work Experience

## Job Title MM/YYYY-MM/YYYY

**Company Name- City, State**

**Job Responsibilities**

**Example:**

Food Service Worker **05/2023-11/2023**

Roswell Park Comprehensive Cancer Center- Buffalo, NY

Job Responsibilities:

Interact with employees and patients to ensure customer satisfaction

Manage cash transactions, ensuring accurate payment processing

Organized deliveries and maintained stock levels

## Job Title MM/YYYY-MM/YYYY

**Company Name- City, State**

**Job Responsibilities**

**Job Title MM/YYYY-MM/YYYY**

**Company Name- City, State**

**Job Responsibilities**

# Skills & Abilities

Example:

* Management
* Problem solving
* Communication
* Leadership

\*Action verbs used are from Action Verb List