

RESUME TEMPLATE

Full Name

City, State, Zip Code
Home Phone #: 000-000-0000 | Cell Phone #: 000-000-0000
Email address

Professional Summary

Provide an overview of yourself in relation to the job you are seeking.

For example:

A dedicated and organized self-starter seeking an entry-level Dealer Technician position.

Core Qualifications

A bulleted list of skills and qualifications.

For example:

- *Customer Service*
 - *Leadership*
 - *Problem solving*
 - *Diagnostic skills*
 - *Mechanical part repair and modifications*
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Experience

Job Title	Start Date - End Date
Company	Location

- *Bullet point 1 – detailing chief responsibility.*
- *Bullet point 2 – detailing another responsibility.*
- *Bullet point 3 – detailing a responsibility, a project you worked on or an improvement you made.*
- *Additional bullet points as needed.*

For example:

<i>Apprentice</i>	<i>5/15/2020 – Present</i>
<i>The Repair Center</i>	<i>Springfield, IL</i>

- *Analyzed and reviewed vehicles for repair.*
 - *Performed hands-on modifications for engine issues and faulty parts.*
 - *Communicated with clients, improving response times and overall customer satisfaction.*
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Education

Highest Education Received	Dates Attended or Anticipated Graduation Date
Name of School	City, State

For Example:

<i>High School Diploma</i>	<i>Graduating Spring 2021</i>
<i>Springfield High School</i>	<i>Springfield, IL</i>