

# YOUR NAME

100 Tree River Lane, Anytown,

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This [Resume Template](#) provides an example of how to use a table format to present your resume with major section headings on the left hand side. Modify the section headings and content as needed. To add a tab when you are working in a table, you can press Ctrl+tab. To show/hide the table gridlines while you are working, go to: Table > Hide/Show Gridlines. Modify the Normal style to change the font for the entire page and modify Heading 1 to change the section heading style. This template is copyrighted by Vertex42.com (see [terms of use](#)). Visit [vertex42.com](#) for more information and [resume tips](#).

<b>OBJECTIVE</b>	A [type or title of position] position in the [name of industry] industry where my expertise in [area 1] and [area 2] would be needed	
<b>SUMMARY OF QUALIFICATIONS</b>	<p>Senior Level Technical Manager with 15 years of management experience, a Masters degree in Mechanical Engineering, and 10 years as design engineer in the auto industry.</p> <ul style="list-style-type: none"><li>• Consider listing qualifications using bullets</li><li>• Especially skilled at [skill1], [skill2], [skill 3]...</li><li>• Proven ability to ... A talent for ... Skilled in ... Extensive knowledge of ...</li><li>• Expertise in [skill 1, skill 2, skill 3]</li></ul>	
<b>EXPERIENCE</b>	<b>Company Name, Location</b> <b>Position</b> <ul style="list-style-type: none"><li>• Taught ...</li><li>• Supervised ...</li><li>• Increased sales by ...</li></ul>	2005 to Present
	<b>Company/Organization, Location</b> <b>Position</b> <ul style="list-style-type: none"><li>• Organized ...</li><li>• Developed ...</li></ul>	2003 to 2005
	<b>Company/Organization, Location</b> <b>Position</b> <ul style="list-style-type: none"><li>• Prepared ...</li><li>• Conducted ...</li></ul>	2000 to 2003
<b>EDUCATION</b>	<b>M.S. Electrical Engineering</b> , University Name, Location Thesis: "Title", Advisor: Name	May 2000
	<b>B.S. Electrical Engineering</b> , University Name, Location Minored in Mathematics Major GPA: 3.6/4.0 Overall GPA: 3.2/4.0	May 1998
<b>COMPUTER SKILLS</b>	<ul style="list-style-type: none"><li>• Java, Visual Basic, C++, PHP</li><li>• MS Excel, Word, PowerPoint</li><li>• MS Access, MySQL, Oracle</li><li>• AutoCAD, SolidWorks</li><li>• MATLAB, Mathematica</li><li>• Windows, Linux, Mac OS</li></ul>	
<b>LANGUAGES</b>	<p>English: Native language <b>Spanish:</b> Intermediate Listener, Novice Speaker, Advanced Reading and Writing</p>	
<b>ACTIVITIES AND INTERESTS</b>	Scoutmaster (Eagle Scout), Amateur radio (N7ABC), Gardening, Mountain biking, Carpentry, Computers, Cycling, Hiking	
<b>REFERENCES</b>	Available upon request	