JOHN DOE

10 SESAME STREET, PORT OF SPAIN
Telephone: 625-1234
Email: jobs@eaastaff.com

PERSONAL

Date of Birth :	Month Day, Year (eg. December 25, 2000)
Marital Status :	Single

CAREER OBJECTIVE   This information is optional

PROFESSIONAL EXPERIENCE

08/1997 – Present   **NAME OF COMPANY HERE (BLOCK LETTERS, BOLD)**
Job Title Here (Italics, Bold)
- List information here with regard to job responsibilities
- This information can be bulletized as shown here or it may be shown in precis / summary format not to exceed six to eight lines of typed text

01/1997 – 08/1997   **NAME OF COMPANY HERE (BLOCK LETTERS, BOLD)**
Job Title Here (Italics, Bold)
- List information here with regard to job responsibilities
- This information can be bulletized as shown here or it may be shown in precis / summary format not to exceed six to eight lines of typed text

1993 – 1994   **NAME OF COMPANY HERE (BLOCK LETTERS, BOLD)**
Job Title Here (Italics, Bold)
- List information here with regard to job responsibilities
- This information can be bulletized as shown here or it may be shown in precis / summary format not to exceed six to eight lines of typed text

EDUCATION

09/2000 – Present   **BORDERCOM INTERNATIONAL**
- MCSE Certification

09/1997 – 06/1999   **FLORIDA ATLANTIC UNIVERSITY (FL, USA)**
- BSc Computer Information Systems

09/1994 – 06/1997   **BROWARD COMMINTY COLLEGE (FL, USA)**
- Associate Degree, Computer Science

10/1991 – 06/1992   **ROYAL BANK INSTITUTE OF BUSINESS & TECHNOLOGY**
- Introduction to Business & Computer Technology

Date of résumé

EDUCATION (continued)

09/1985 – 06/1990 **FATIMA COLLEGE**
- GCE/CAPE/CXC 'A' and 'O' Levels:
    - Mathematics   G1
    - Biology   G2
    - Geography   G2
    - English Language   G2
    - Physics   G2

SKILLS

- Specialized Training , etc
- List in reverse order (i.e the most recent first and work your way backwards)

COMPUTER LITERACY

- List computer software applications (certified and/or hands-on experience)

ACCOMPLISHMENTS

- List any special accomplishments (academic or job wise), awards etc
- List in reverse date order (i.e. the most recent first and work your way backwards)

REFERENCES   Available upon request

Name
Position
Company Name
Telephone Number
Fax Number
Email Address (if available)