**Joe Smith**

**1235 10th Street** **Havre, MT 59501** **406-265-1111** **input email address**

**Education**

Montana State University-Northern, Havre, MT

Major:

Anticipated Graduation Date: ??

Relevant Coursework: List any specific classes that you have taken that will be applicable to the position you are applying for.

List any other colleges or trade schools you went to

**Awards**

List any awards you have received, special scholarships, etc.

**Work Experience**

Name of Employer**,** City, State

Position title, Start Date (mo/yr) – Present or End Date (mo/yr)

Describe the job duties that are associated with your current employment. Use skill words and action verbs in describing your responsibilities. Phrases not sentences

Name of Employer, City, State

Position title, Start Date (mo/yr) – End Date (mo/yr)

Describe the job duties

**References**

Name, Title

Company

City, State Zip

Phone with Area Code

E-Mail address

Name, Title

Company

City, State Zip

Phone with Area Code

E-Mail address

Name, Title

Company

City, State Zip

Phone with Area Code

E-Mail address