**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 EmployerCity, State

Position: position title Start Date – present

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 EmployerCity, State

Position: position title Start Date – End Date

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