

**CERTIFIED RESUME EXAMPLE**

**Example  
Resume**

**Contact information**

**First name:** Tyson  
**Family name:** Washington  
**Date of Birth:** 09/23/1980  
**Social security number:** 123456789  
**Address Street:** Columbus Pike  
**ZIP Code:** 43045  
**State:** Ohio  
**Home phone:** 740-123-4567  
**E-mail:** youremail@youremail.com

**Middle name:** Scott

**Nr.** 6011  
**City:** Lewis Center  
**Country:** USA  
**Celular phone:** 740-123-4567

**Work experience**

(List latest first)

**Date:** **From:** May/01 **To:** Present (Ex: Sep/98 to Oct/04)  
**Company:** POOL SERVICES **Last position held:** Sales Associate  
**Reason change:** Resigned **Dismissed** **Other (Explain:)** Present

**Date:** **From:** April/99 **To:** May/01  
**Company:** CLOTHING FOR YOU **Last position held:** Sales Associate  
**Reason change:** Resigned **Dismissed** **Other (Explain:)** Other job opportunity (POOL SERVICES)

**Education**

(List latest first)

**Institution:** MARION TECH **From:** Sept/04 **To:** Present (Ex: Sep/98 to Oct/04)  
**Graduate:** Yes ( )  
**No (X) (Highest grade completed):** Still studying (graduation in June)  
**Credited institution:** Yes (X) **No ( )**

**Institution:** CARDINGTON HS **From:** Sept/99 **To:** June/03 (Ex: Sep/98 to Oct/04)  
**Graduate:** Yes (X)  
**No ( ) (Highest grade completed):** \_\_\_\_\_  
**Credited institution:** Yes ( ) **No ( )**

**References**

**Name:** Brad Kelly **Position:** Owner  
**Address/Company:** FAST FOOD RESTAURANT  
**Phone number:** 740-123-4567

**Name:** John Smith **Position:** Sales Manager  
**Address/Company:** CLOTHING FOR YOU  
**Phone number:** 740-123-4567

**Name:** George Washington **Position:** Security Manager  
**Address/Company:** DELAWARE CITY PD  
**Phone number:** 740-123-4567

Tyson S. Washington

01/04/2006

Print name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

