

**Your Name**  
Street  
San Francisco, CA Zip  
????@?????????????.com  
(???) ??-????

**Objective:** To obtain a position which allows me to use my .... skills and experience to better my community through / provide ... service to a ..... company.

## Experience

**Position,** Employer, San Francisco CA (2000 - 2001)

- I did this.
- I did that.

**Position,** Employer, San Francisco CA (199? - 199?)

- I did this.
- I did that.

**Position,** Employer, San Francisco, CA (199? - 199?)

- I did this.
- I did that.

**Position,** Employer, San Francisco, CA (199? - 199?)

- I did this.
- I did that.

**Position,** Employer, San Francisco, CA (199? - 199?)

- I did this.
- I did that.

## Education

**Student,** Project Read of the San Francisco Public Library, San Francisco, CA (200? - Present)

**See if some of these "power" words will make your résumé better. Copy and Paste them into your job descriptions. Then delete this sentence and the words that you don't use.**

Achieved, approved, arranged, assessed, assisted, attained, collaborated, conducted, consulted, coordinated, created, designed, developed, directed, dispatched, enhanced, ensured, established, facilitated, handled, implemented, improved, incorporated, increased, informed, initiated, installed, instituted, lead, maintained, managed, monitored, negotiated, operated, performed, prepared, provided, referred, repaired, replaced, researched, served, stocked, supervised, trained, wrote, and oh-so-much else.