**Pretty Resume Template**

**By**

**Sgt. George Godoy**

**Instructions: When you download and open this WORD document, it will probably be in “protected mode.” To be able to use it, SAVE it on your system so that you can EDIT it as you please.**

**You can find highlights of how to use it on the last page of this set.**

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**Rev: 07E17**

**First Middle Last Name**

Address

City, State, Zip

Phone

Email

**Career Objective:**

Looking for an entry-level police officer position with “Agency’s Proper Name,” to assist in serving my community by maintaining law and order.

**Summary of Skills**

* Good communicator
* Physically fit
* Well organized

**Work Experience**

**Maria’s Pizza, Delivery Specialist McKinney, TX | April 2016 – May 2017**

* Responsible for on-time delivery of gourmet pizza to customers.
* Consistently received customer praise and extraordinary tips by showing high level of courtesy and timeliness.

**Spectrum Cable, Field Engineer McKinney, TX | January 2015 – April 2016**

* Responsible for installing cable TV equipment at private citizen homes.
* Handled all customer interactions regarding technical issues, complaints and user questions.
* Taught new customers how to use system.
* Communicated customer feedback to company management.
* Maintained perfect record of on-time arrivals and highest rated customer satisfaction.

**Education**

* Graduated McKinney High School, June 2014
* 24 credits, Criminal Justice Degree, Collin County Community College, June 2015

**Other Activities**

* Volunteered for “Run for Cancer Drive”, May 2016, Arlington, TX

**References:**

* On Request

**First Middle Last Name**

Margins: 1” top, bottom, left, right

Font: Arial 11pt or 12 pt.

Minor adjustments to fit all text to 1 or 2 pages.

Center, Name in 14pt BOLD

Email important

Address

City, State, Zip

Phone

Objective – keep it simple, mention community

Email

**Career Objective:**

Looking for an entry-level police officer position with “Agency’s Proper Name,” to assist in serving my community by maintaining law and order.

**Summary of Skills**

Everyone has a few good skills. Keep it simple. Use traits positive for position being sought.

* Good communicator
* Physically fit

Top line Bold.

Most recent job is listed first.

* Well organized

**Work Experience**

**Maria’s Pizza, Delivery Specialist McKinney, TX | April 2016 – May 2017**

* **Responsible** for on-time delivery of gourmet pizza to customers.
* **Consistently** received **customer** praise and extraordinary tips by showing high level of **courtesy** and **timeliness**.

**Spectrum Cable, Field Engineer McKinney, TX | January 2015 – April 2016**

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* Maintained perfect record of **on-time** arrivals and highest rated customer **satisfaction.**

TIP: Stretch right margin to avoid lined break

**Use KEYWORDS from job description, e.g. words in RED**

**Education**

* Graduated McKinney High School, June 2014
* 24 credits, Criminal Justice Degree, Collin County Community College, June 2015

**Other Activities**

Be accurate, but mention whatever training/progress you can

* Volunteered for “Run for Cancer Drive”, May 2016, Arlington, TX

**References:**

* On Request

Optional if you have something to say about volunteering or community. Avoid church and hobbies.