

Resume Template

The following resume template lists the information you need to include on your resume. Use the template to generate a list of information to include on your resume, then compile the details to format your resume into a customized resume.

1. Contact Information

The first section of your resume should include information on how the employer can contact you.

First Last Name
Street Address
City, State, Zip
Phone (Cell/Home)
Email Address

2. Objective (optional)

What do you want to do? If you include this section it should be a sentence or two about your employment goals. A customized [objective](#) that describes why you are the perfect candidate for the job can help your resume stand out from the competition.

3. Career Highlights / Qualifications / Profile (optional)

A customized section of your resume that lists key achievements, skills, traits, and experience relevant to the position for which you are applying can serve dual purposes. It highlights your relevant experience and lets the prospective employer know that you have taken the time to create a resume that shows how you are qualified for the job.

4. Experience

This section of your resume includes your work history. List the companies you worked for, dates of employment, the positions you held and a bulleted list of responsibilities and achievements.

Company #1
City, State
Dates Worked

Job Title
Responsibilities / Achievements

Company #2
City, State
Dates Worked

Job Title
Responsibilities / Achievements

5. Education

In the education section of your resume, list the colleges you attended, the degrees you attained, and any special awards and honors you earned.

- College, Degree
Awards, Honors

6. Skills

Include skills related to the position / career field that you are applying for i.e. computer skills, language skills.

* References available upon request

There is no need to include references on your resume. Rather, have a separate [list of references](#) to give to employers upon request.

Please See Example Below:

Example:

John Smith

123 Restoration Street

Anytown, State 00000

Email Address

Phone

Objective / Headline: Experienced project manager seeking opportunity with a reputable company that offers career growth where I can contribute my eight years of project management experience and leverage my relationships and abilities.

Highlights and Qualifications:

- IICRC – WRT, FSRT, ASD, AMRT,
- Xactimate Certified
- 8 years of sales experience
- Strong industry relationships
- Highly organized
- Estimated and sold 1.1million last year

Experience:

ABC Restoration

Dec. 2007-Present

Project Manager / Estimator

Brought on to estimate and manage mitigation and reconstruction projects.

- Oversee 5 crews
- Manage up to 30-40 projects per month with an average size of 5-10k
- Largest project to date is 500k – (Water damage with reconstruction of commercial property.)
- Given increased responsibility each year. Started out as tech and became estimator within three years.
- Top estimator of five within the company

123 Restoration

Jun. 2005- Dec. 2007

Technician

First job in restoration. Hired as technician for water damage and quickly rose through the ranks to be cross-trained in all departments.

- Inspect and mitigate water damage claims.
- After five months, was trained on mold, fire, and other loss types.
- Worked project managers and department heads to communicate the status of projects and monitor all equipment throughout the process.
- Worked on large loss and CAT losses throughout the country.

Education

- ABC High School – Completed
- Any college experience
- Certifications / Training