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BASIC Resume Template

## **John Doe**

1111 ABC St., Baton Rouge, LA 70802

225-000-000

john\_doe@yahoo.com

### WORK EXPERIENCE

#### High Tech, Baton Rouge, LA December 2007 – June 2009

#### Machinist

#### Worked manual machine

* Operated drill press

#### ABC Signs, Baton Rouge, LA November 2006 – November 2007

#### Technician

* Installed and rebuilt signs

**XYZ Lawn Service, Baton Rouge, LA** **March 2005 – October 2006**

**Yard Maintenance Worker**

* Provided lawn and garden services

**ABC Machine Service, Baton Rouge, LA August 2004 – February 2005**

**Technician**

* Repaired and maintained oil and gas coolers

Additional work experience available upon request.

#### EDUCATION AND TRAINING

GED, Christa McAuliffe Center Baton Rouge, LA **2004**

**References will be furnished on request.**

*These should be on a separate page. Offer at least three references with name, email address and phone number. Be sure to ask the individual’s permission before using name as a reference.*

*Additional notes:*

* *Limit information to one or one and a half pages.*
* *Use plain white or off-white paper with black ink and a plain font.*
* *Check to be certain there are no typos or misspelled words.*

**Never ever lie on a resume – it will catch up with you!**