



Dallas Employment Services, Inc.

214-954-0700

www.des-inc.com

Resume Guide

YOUR NAME

Street Address
City, State ZIP Code
(Area Code) Phone Number

EXPERIENCE:

Job Title

mo/yr - mo/yr FIRM NAME City, State

Brief description of duties and accomplishments. Emphasize points which support your career objective.
(Begin with most recent position.)

Job Title

mo/yr - mo/yr FIRM NAME City, State

Brief description of duties and accomplishments. Emphasize points which support your career objective.

Job Title

mo/yr - mo/yr FIRM NAME City, State

Brief description of duties and accomplishments. Emphasize points which support your career objective.

EDUCATION:

Year * SCHOOL City, State

Highest level attained
Special courses relevant to career objective.

SKILLS:

Typing
Shorthand
Software
Word Processing
Computers

(Space evenly, centering on the page. The * means this information is optional. If you have any questions, please contact your consultant.)