

# Job Seeker

1234 N North Avenue • Chicago, Illinois 60600  
Home: (773) 777-7777 • Secondary: (773) 666-6666

## Professional Summary

Self-motivated professional with experience in successfully coordinating, evaluating, and negotiating terms and conditions in all phases of profit and non-profit organizations. Assures customer satisfaction through proactive communications, quality transaction handling and individual follow-up. Strong ability to prioritize, plan, analyze and make decisions.

## Work Experience

*March 2006 to Present • Change/Promoted Position*

*May 2005 to March 2006 • Original Hired Position*

Your Current Job, Chicago, Illinois

- Present tense skills and job functions
- Present tense skills and job functions
- Present tense skills and job functions
- Present tense skills and job functions

*March 2005 to April 2005 • Prior Job Title*

Your Prior Job, Chicago, Illinois

- Past tense skills and job functions
- Past tense skills and job functions
- Past tense skills and job functions
- Past tense skills and job functions
- Past tense skills and job functions

*September 2002 to March 2005 • Prior Job Title*

Your Prior Job, Chicago, Illinois

- Past tense skills and job functions
- Past tense skills and job functions
- Past tense skills and job functions
- Past tense skills and job functions
- Past tense skills and job functions

*January 2002 to July 2002 • Prior Job Title*

Your Prior Job, Chicago, Illinois

- Past tense skills and job functions
- Past tense skills and job functions
- Past tense skills and job functions
- Past tense skills and job functions

## Education

*May 1994 • Bachelor of Science*

College Graduated From, Chicago, Illinois

**Major:** Primary Field of Study      **Minor:** Secondary Field of Study