Name

Address (First Line)

Address (Second Line)

Phone · Email

**SUMMARY (optional)**

Provide a summary of your experience or skills; use job posting as a guide and tailoring to each position you apply

**EMPLOYMENT EXPERIENCE (or WORK EXPERIENCE, EXPERIENCE)**

**Name of Company City, State**

**Position Title Dates of Employment**

* Job Duty – describe your tasks and achievements in terms of impact/results
* Job Duty – describe your tasks and achievements in terms of impact/results
* Job Duty – describe your tasks and achievements in terms of impact/results
* Job Duty – describe your tasks and achievements in terms of impact/results

**Name of Company City, State**

**Position Title Dates of Employment**

* Job Duty – describe your tasks and achievements in terms of impact/results
* Job Duty – describe your tasks and achievements in terms of impact/results
* Job Duty – describe your tasks and achievements in terms of impact/results
* Job Duty – describe your tasks and achievements in terms of impact/results

**Name of Company City, State**

**Position Title Dates of Employment**

* Job Duty – describe your tasks and achievements in terms of impact/results
* Job Duty – describe your tasks and achievements in terms of impact/results
* Job Duty – describe your tasks and achievements in terms of impact/results
* Job Duty – describe your tasks and achievements in terms of impact/results

**CERTIFICATIONS (or LICENSES, TRAINING)**

* Certification/type of training attended
* Certification/type of training attended
* Certification/type of training attended

**EDUCATION**

**Name of School City, State**

**Degree Date**

**Name of School City, State**

**Degree Date**

Suzie JobSeeker

123 Main Street

Green Bay, WI 54302

(920) 555-0123 · suzie.jobseeker@gmail.com

**SUMMARY**

Dedicated and professional hair stylist with 8+ years of experience within retail and privately-owned salon settings

**EMPLOYMENT EXPERIENCE**

**Hair Today, Gone Tomorrow Green Bay, WI**

Hair Stylist May 2016-Present

* Train and supervise other stylists to ensure consistent and effective service to customers
* Update and maintain accurate customers records to increase efficiency by managing hair style/cutting preferences, beauty services provided, and products sold
* Create and manage own schedule; schedule customer appointments
* Cut, trim, and shape hair based on customers’ instructions, hair type, and facial features
* Maintain clean and sanitary workstation, including cutting tools
* Utilize creativity, attention-to-detail, and knowledge of current trends to develop new styles and techniques

**JC Penney Salon Green Bay, WI**

Hair Stylist July 2012-May 2016

* Provided wide variety of services to address diverse customer needs, including shampoos, cuts, styling or updos, colors/dyes, perms, and waxes
* Maintained clean and sanitary workstation, including cutting tools

**Sally’s Beauty Supply Green Bay, WI**

Sales Support SpecialistSeptember 2011 – December 2012

* Demonstrated, recommended, and sold hair care products and cosmetics
* Accurately operated cash registers; received payments by cash and credit

**LICENSES**

* Cosmetology License - Obtained June 2012

**EDUCATION**

**School of Beauty Green Bay, WI**

Cosmetology CertificateJune 2012

**Great High School DePere, WI**

High School Diploma