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

**QUALIFICATIONS (or SKILLS, ABILITIES)**

**Attribute**

* Job Duty – describe your tasks and achievements in terms of impact/results
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**CERTIFICATIONS (or LICENSES, TRAINING)**

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

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

**Name of Company –** Position TitleDates of Employment

* Describe any additional tasks or achievements specific to employer and not listed above
* Describe any additional tasks or achievements specific to employer and not listed above

**Name of Company –** Position Title Dates of Employment

* Describe any additional tasks or achievements specific to employer and not listed above
* Describe any additional tasks or achievements specific to employer and not listed above

**EDUCATION**

**Name of School -** DegreeDate

Suzie JobSeeker

123 Main Street

Green Bay, WI 54302

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

**SUMMARY**

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

**QUALIFICATIONS**

**Customer-Oriented**

* Listen attentively to customers to determine needs/interests and maintain comfort
* Recommend care products, based on customer need and hair type, to maintain healthy skin and hair

**Service-Oriented**

* Utilize creativity, attention-to-detail, and knowledge of current trends to develop new styles and techniques
* Cut and shape hair based on customer instructions, hair type, and facial features
* Provide wide variety of services to address diverse customer needs, including shampoos, cuts, styling or updos, colors/dyes, perms, and waxes

**Professional**

* 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
* Maintain clean and sanitary workstation, including cutting tools

**LICENSES**

**Wisconsin Dept of Safety and Professional Services** - Cosmetology License June 2012

**EMPLOYMENT EXPERIENCE**

**Target** – Sales AssociateJuly 2020 – Present

**Hair Today, Gone Tomorrow** –Hair StylistMay 2018-March 2020

**JC Penney Salon** –Hair StylistJuly 2012-Feburary 2018

**Sally’s Beauty Supply** –Sales Support SpecialistSeptember 2011 – December 2012

**EDUCATION**

**School of Beauty** –Cosmetology CertificateJune 2012

**Great High School** –High School Diploma