Avivo resume format example (please use this format when revising consumer resumes. Keep in mind that the order may vary dependent upon relevant information, if work experience is most relevant then list that above education and vice versa.) Avoid using formatting, this can cause difficulties in online processes. Not all sections will be applicable for every consumer.

**Name**

**Address**

**City, State, Zip Code**

**Phone**

**Email Address**

**SUMMARY**

Brief summary of the candidates experience, skills and expertise including any keywords listed in the job posting

**CERTIFICATIONS**

A list of relevant certifications for the position applying for

**SKILLS**

Skills that match the skills sets the job posting is asking for and any other relevant skills that would make the candidate more marketable.

**WORK EXPERIENCE**

**Name of Company Dates**

*Job Title*

List the tasks completed

**Name of Company Dates**

*Job Title*

List the tasks completed

**EDUCATION**

# Avivo Institute for Career and Technical Education Date

## Avivo, Minneapolis MN

**Office Support Specialist Training Program – 156 Hours**

Microsoft Office Word, Excel, PowerPoint, Access and Outlook, Windows Operating Systems, Effective Communication and Customer Service

**Program Certificate Received 2015**

**VOLUNTEER**

**Name of Company Dates**

*Volunteer Title*

List the tasks completed

**MILITARY**

**United States Army Dates**

Honorable Discharge