

## Mini Resume -Example

### **Contact Information**

The first section of your resume should include information on how the employer can contact you, or your contact information can be printed on the front of a standard size business card with your career highlights on the back.

First Last Name  
Street Address  
City, State, Zip  
Phone (Cell/Home)  
Email Address

### **Career Highlights**

- A mini resume lists your key achievements and skills.
- The best way to present the information is in a bulleted list format.