

# Albert Alum

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## Job Objective

Consisely state the job you want.

## Qualifications Profile

- Highlight your strengths relevant to the job.
- Rank or prioritize bullets in order of importance.
- Explain why you are the right person for the job.

## Accomplishments

### Key Skill

- Use two or more bullet points to showcase how, when or where you used this skill.
- Show your actions and results.
- Mention awards or achievements related to this skill.
- Quantify results.

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## Work History

World's Best Company

**Job Title**

Anyplace, World

Dates of Employment

Great Organization, Ltd.

**Job Title**

Your City, Your State

Dates of Employment

Top Job, Inc.

**Job Title**

City, State

Dates of Employment

## Education

University of Hawaii

**Master of Business Administration**

Honolulu, HI

Dec. 2002

Brigham Young University Hawaii

**B.S. Information Systems**

Laie, HI

June 1998

## Volunteer Service

YMCA

**Fund-raising Committee Chair**

Honolulu, HI

2003-2004