

# YOUR NAME – website / blog

Address, City, State ZIP • email address • phone number

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**OBJECTIVE:** State your objective: More than X number of years of professional travel writing experience. Exemplify qualities and professionalism backed by a consistent and verifiable record of achievement.

## AREA OF EXPERTISE

**LIST YOUR EXPERTISE: TRAVEL WRITING, TOUR GUIDE, SCUBA INSTRUCTOR, etc...**

- List your accomplishments; what did you do? Avoid using words such as responsible for, assisted with, was responsible for, etc... **Give specifics** about what you did;
- Example: Increased traffic to website by 75%
- Increased affiliate profits by 80%
- Took a group of 10 people scuba diving off the coast of Australia

## EDUCATION

- Masters degree, Name of College/University, Month and year of graduation
- Bachelors Degree, Name of College/University, Month and year of graduation
- Associates Degree, Name of College/University, Month and year of graduation
- Certification, Name of College/University/Trade or Tech School, Month and year of graduation

## PROFESSIONAL HISTORY

- **Company Name – City, State – Give a brief description of company.**  
**Job Title, Month and year (when did you start; stop date (if any))**

Give a fuller description of the company.

## OTHER ACTIVITIES (optional)

- **If you volunteer, list your volunteering endeavors here or other activities.**  
**Events Volunteer 2/08 – present**
- **If you coach a sport, list it here.**  
**Little League Baseball Coach 2/08 – present**
- **If you applied or were on Survivor or The Amazing Race.**  
**Amazing Race – Season 15**