

YOUR NAME

Phone | Email | Location (City, State, ZIP)
Online Portfolio/Professional Website (Optional)

PROFESSIONAL SUMMARY

2-3 sentences or 2-3 bullet points that include your years of professional experience, accomplishments, top skills and strengths as they relate to the position and what you're looking for in your next role.

EXPERIENCE

Title **Start Date - End Date (Current)**

Company Name/Organization Name, Location

- (Action verb) + what you did (more detail) + reason, outcome or quantified results
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SKILLS

[Relevant skill] | [Relevant skill] | [Relevant skill] | [Relevant skill] | [Relevant skill]

EDUCATION

Degree Type, Major (if applicable)

Month/Year of Completion

Institution Name

CERTIFICATIONS

- [Certification], [Certifying organization] - [Year earned]

AWARDS/RECOGNITIONS/VOLUNTEER WORK - (OPTIONAL)

- Award, recognition or volunteer work
- Award, recognition or volunteer work

Date

Date