



Your Full Name

City, State Postal Cod 555-555-5555
professional.email@email.com

PROFESSIONAL SUMMARY

A professional introduction that includes your top three job-relevant skills or accomplishments. These three skills or accomplishments should align with the advertised needs in the open job's description.

SKILLS

- Skill #1
- Skill #2
- Skill #3
- Skill #4
- Skill #5
- Skill #6
- Optional Skill #7
- Optional Skill #8

WORK HISTORY

JOB TITLE 01/2023 to 03/2023

Name of Employer | City, State

- Description of responsibilities or accomplishments with quantifiable information.
- Description of responsibilities or accomplishments with quantifiable information.
- Description of responsibilities or accomplishments with quantifiable information.

JOB TITLE 01/2023 to 02/2023

Name of Employer | Employer Location

- Add three to four brief descriptions of your responsibilities or career achievements in a bullet list format.
- Add quantifiable information to help hiring managers visualize these accomplishments regarding business strategy.
- Quantifiable information can include percentages, statistics or profit growth.
- Examples include "Identified and removed redundancies in store opening and closing procedures that saved 45 minutes per staff member in scheduling."

EDUCATION

Highest Degree | Field of Study 01/2023
Name of School , School Location

Second Degree Obtained | Field of Study 01/2023
Name of School , School Location

First Degree Obtained | Field of Study 01/2023
Name of School , School Location

CERTIFICATIONS

OPTIONAL Job-relevant Certification, Name of School
School Location, Date Degree Issued/Attended

TRAINING

OPTIONAL Job-relevant Training, Name of School
School Location, Date Degree Issued/Attended