

FULL NAME

City, State | Phone Number | Email | LinkedIn | Portfolio

PROFESSIONAL SUMMARY

A concise 3–4 sentence pitch highlighting years of experience, key achievements, and core expertise areas relevant to the target job. Include targeted industry keywords.

CORE SKILLS

- Skill 1
- Skill 2
- Skill 3

PROFESSIONAL EXPERIENCE

Company Name – City, State

Job Title | MM/YYYY – MM/YYYY

- Achievement #1 with metrics (%/\$/time saved)
- Achievement #2 with measurable outcome
- Achievement #3 with relevant keywords

EDUCATION

Degree, Field – Institution Name, Graduation Date

Relevant Coursework: Course 1, Course 2

CERTIFICATIONS

- Certification Name – Year

PROJECTS

Project Name – Brief description with measurable results.

AWARDS & HONORS

- Award Name – Year

LANGUAGES

- Language – Proficiency Level

VOLUNTEER EXPERIENCE

Organization – Role | Dates

Brief impact statement.

REFERENCES

Available upon request.