

# 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)
<b>Company Name, Location</b>	
<ul style="list-style-type: none"><li>• (Action verb) + what you did (more detail) + reason, outcome or quantified results</li><li>• (Action verb) + what you did (more detail) + reason, outcome or quantified results</li><li>• (Action verb) + what you did (more detail) + reason, outcome or quantified results</li><li>• (Action verb) + what you did (more detail) + reason, outcome or quantified results</li></ul>	

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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 | Date |
| • Award, recognition or volunteer work | Date |