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, 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   Date
- Award, recognition or volunteer work   Date