Name Surname

012 345 6789| yourname@gmail.com | LinkedIn | Website | City, State

PROFESSIONAL SUMMARY

Your professional summary is your elevator pitch. This is a concise and compelling 2- 3 sentence overview of your experience level, expertise, major achievements, personality, and standout features, tailored to the role. It’s designed to give the hiring manager all the information they need to want to keep reading.

SKILLS

• Skill 1 • Skill 2 • Skill 3

• Skill 4 • Skill 5 • Skill 6

• Skill 7 • Skill 8 • Skill 9

EXPERIENCE

Position Title Mmm YYYY – Present

Employer

* List your jobs in reverse chronological order, focus on the last 5-10 years or the last 3-4 roles
* Aim for 3-5 bullets per role and start with action verbs to describe your responsibilities and achievements
* For your current job, use present continuous tense, for previous roles, use past tense
* Quantify your accomplishments where possible to give concrete evidence of your impact

Position Title Mmm YYYY – Mmm YYYY

Employer

* Numbers: Sales increases, cost reductions, lead generation
* Software Proficiency: Tools and platforms you've mastered (e.g., Salesforce, Adobe, Microsoft Excel)
* Methodologies: Approaches or frameworks you’ve used (e.g., Agile, Sigma)
* Processes Improved: Steps or workflows you’ve optimized

Position Title Mmm YYYY – Mmm YYYY

Employer

* Teams Managed: Number of team members you’ve led or coordinated
* Projects Completed: Types and number of projects you’ve delivered
* Timelines: Duration of projects, time taken to achieve goals, or deadlines met

OTHER EMPLOYMENT

**Position Title** | Employer **Mmm YYYY – Mmm YYYY**

**Position Title** | Employer **Mmm YYYY – Mmm YYYY**

EDUCATION

Degree Year Completed

Institution

Degree Year Completed

Institution

TRAINING AND CERTIFICATIONS

**Course/Certification** | Institution **Mmm, YYYY**

**Course/Certification** | Institution **Mmm, YYYY**