

Your First and Last Name | Professional Title

City, State, ZIP Code, Country | Mobile Phone

Firstname.lastname@gmail.com | <https://www.linkedin.com/in/firstnamelastname>

CAREER PROFILE

Utilize this section to show employers your career story: what you have done and where you plan to go. Let your professional passion and ambitions shine in your career profile. Show the employer how your experience and passion matches the position you are applying for and will add value to their company.

SKILLS

- | | |
|--------------------------|--------------------------|
| • Skill or qualification | • Skill or qualification |
| • Skill or qualification | • Skill or qualification |
| • Skill or qualification | • Skill or qualification |
| • Skill or qualification | • Skill or qualification |

PERSONAL INFORMATION

- Languages Spoken
- Hobbies / General Interests
- Driver's License
- Computer Literacy (Select: Basic, Advanced, Proficient)

EDUCATION

Name of degree, Major

Date – Date

University Name | City, State/Country

Relevant coursework, minor, awards, honors, activities, projects, presentations, etc.

PROFESSIONAL EXPERIENCE

Job title

Date – Date or Present

Company name | City, State/Country

Job summary that provides details on what you were hired to do and any important responsibilities that relate to the position you are applying for.

- Highlight the achievement you are most proud of within this position.
- Highlight another achievement you are proud of, including keywords from the job description to help your CV be identified easier by the Applicant Tracking System (ATS).
- Continue highlighting achievements that are relevant to the position you are applying for.
- Use action words to show what you accomplished in this role.

Your First and Last Name | Professional Title

Job title

Date – Date

Company name | City, State/Country

Job summary that provides details on what you were hired to do and any important responsibilities that relate to the position you are applying for.

- Highlight the achievement you are most proud of within this position as it relates to the position you are applying for.
- Highlight another achievement you are proud, including keywords from the job description.
- Continue highlighting achievements that are relevant to the position you are applying for.
- Use action words to show what you accomplished in this role.

VOLUNTEER WORK

Job title

Date – Date or Present

Company name | City, State/Country

Job summary that provides details on what you did and any important responsibilities that relate to the position you are applying for.

- Highlight the achievements you are most proud of within this position.

Job title

Date – Date or Present

Company name | City, State/Country

Job summary that provides details on what you did and any important responsibilities that relate to the position you are applying for.

- Highlight the achievements you are most proud of within this position.

PROFESSIONAL CERTIFICATIONS AND TRAINING

(Order starting with the most relevant certification)

Certification title | Issuing company or organization name

Date – Date

Certification title | Issuing company or organization name

Date – Date

Training course | Issuing company or organization name

Date – Date

PROFESSIONAL AFFILIATIONS

(Order starting with the most relevant or the most recent depending on profession)

Your First and Last Name | Professional Title

Full name of organization

Date

Full name of organization

Date

PUBLICATIONS

(Order starting with the most recent publication)

Use either APA or MLA style depending on your profession.

APA

Author's last name, First initial. Title of article. Journal name. Volume (issue): page – page. Year.

MLA

First name Last name. "Title of article". Journal name. Volume.issue (Year): page – page.

ADDITIONAL SECTIONS

Add sections as needed for your profession. Sections may include speaking engagements, conferences, additional trainings, or a personal blog if it relates to the job or your profession.

REFERENCES

First name Last Name

Title, Company

Phone | Email

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Title, Company

Phone | Email