

Your First and Last Name

City, State, ZIP Code, Country | Mobile Phone

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

CAREER SUMMARY

Explain to your target audience who you are professionally and what your professional passion and ambitions are. Remember to tell a story with where your career has been and where you plan to go next. Highlight the specific skills you have that match the job description.

RELATED 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 |

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, including keywords from the job description to help your resume 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.

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.

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- 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)

Full name of organization

Date

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.