 555 555 5555

Icon

Description automatically generated youremail@host.com

Icon

Description automatically generated 1 Street, City

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Description automatically generated Linkedin.com/in/name

**Professional Summary**

Add a summary of your most important capabilities, skills and experiences. While being truthful and authentic about yourself, make sure you also consider the job you’re applying for and what the hiring manager is looking for. Leverage your elevator pitch in this section.

**Work Experience**

**Enter Most Recent Job Position Title Here**

Company, Month/Year – Present

* Add one sentence descriptions of main job accomplishments or accountabilities –no more than 5 per role.
* In each, highlight 1-2 relevant skills/capabilities you used to achieve those accomplishments and what the result or impact was. Try to ensure a number/frequency in most statements and quantify the impact wherever possible.
* Ex: As tech lead, I managed and mentored a team of 4 engineers across Backend, DevOps, and Android.
* Ex: As an effective communicator, I developed and delivered monthly strategy presentations, aligning over 20 national teams to our annual goals.
* Ex: As a server, I delivered exceptional customer experiences and was consistently rated 9/10 by customers who filled in our restaurant survey.

## Enter Job Position Title Here

Company, Month/Year – Month/Year

* Continue to add your relevant roles – you don’t have to place your entire career history, just the most relevant/recent experiences
* Recruiting managers may ask for references from any of the experiences listed on your resume

## Enter Job Position Title Here

Company, Month/Year – Month/Year

* Continue to add your relevant roles – you don’t have to place your entire career history, just the most relevant/recent experiences

## Enter Job Position Title Here

Company, Month/Year – Month/Year

* Continue to add your relevant roles – you don’t have to place your entire career history, just the most relevant/recent experiences

## Enter Job Position Title Here

Company, Month/Year – Month/Year

* Continue to add your relevant roles – you don’t have to place your entire career history, just the most relevant/recent experiences

**Work Experience (Cont’d)**

## Enter Job Position Title Here

Company, Month/Year – Month/Year

* Continue to add your relevant roles – you don’t have to place your entire career history, just the most relevant/recent experiences

**Education**

**Enter Degree/Diploma Here (e.g. BA) in (Subject)**

University, City, Country, Month/Year – Month/Year  
Any additional details, e.g. Dean’s List, Scholarship Awards

**Enter Degree/Diploma Here (e.g. BA) in (Subject)**

University, City, Country, Month/Year – Month/Year  
Any additional details

**Awards Or Certifications**

**Award Name**

Organization, City, Province/Country

Month, Year

Any additional details

**Certification Name**

Organization, City, Province/Country

Month, Year

**Skills**

**Professional**

Communication

Data Insight

Building Relationships

**Technical**

Microsoft Office

Adobe Creative Suite

HTML

**Languages & Other Interests**

Add as pertinent or delete – this is a valuable place to add any community or volunteer work.