

## 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, Company Name***

#### ***Start Date - End Date***

- (Action verb) + what you did (more detail) + reason, outcome or quantified results
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### EDUCATION

#### ***Degree Type, Major (if applicable)***

#### ***Month/Year of Completion***

Institution Name

### SKILLS

Skill, Skill, Skill, Skill, Skill, Skill, Skill

### AWARDS/RECOGNITIONS/VOLUNTEER WORK - (OPTIONAL)

- |  |      |
|--|------|
| • Award, recognition or volunteer work | Date |
| • Award, recognition or volunteer work | Date |
| • Award, recognition or volunteer work | Date |