# Ivana Hylton

513-413-0979 | ivanahy98@gmail.com | Cincinnati, Ohio https://www.linkedin.com/in/ivana-hylton/

#### **EXECUTIVE SUMMARY**

## KEEP 1 SPACE

This summary should highlight what makes you a good candidate. It should be written third person (this may feel weird, but it works great)! A short summary that should reflect your experiences in a meaningful way that fits a specific job description. This of this as an elevator pitch – this will help you demonstrate why you are the most, uniquely qualified candidate. The first sentence should briefly summarize yourself and help the reader understand your career.

KEEP 1 SPACE

# **TECHNICAL SKILLS**

#### KEEP 1 SPACE

Technical Skill • Technical Sk

Technical Skill • Technical Skill

#### KEEP 1 SPACE

## PROFESSIONAL EXPERIENCE

Company Name, City, State

Start Date – End Date (Present if still working)

Title

- Power Statement
- Power Statement
- Power Statement

## KEEP 1 SPACE

Company Name, City, State

Start Date - End Date

Title

- Power Statement
- Power Statement
- Power Statement

# KEEP 1 SPACE

## **EDUCATION**

Per Scholas, Seattle, WA

5/2021 - Present

• Short Description of program and coursework

# KEEP 1 SPACE

School Name #2, City, State

Start Date - End Date

Degree

Short Description of program and coursework

## KEEP 1 SPACE

#### **CERTIFICATIONS**

**Certification Name #1** 

**Certification Expiration Date** 

KEEP 1 SPACE

Certification Name #2

Certification Expiration Date

#### Notes:

- Add any additional experiences, schools, or certifications. Use the template accordingly.
- You do not need to fill in every technical skill bullets. Put as many as you have.
- ALL RESUMES SHOULD BE SAVED AS A WORD DOCUMENT
- Be sure to open and save with Microsoft Word the formatting will change if you use google docs