{header.name}

{header.phone} · {header.city}· [email address] · [LinkedIn URL]

[JOB TITLE YOU’RE SEEKING]

[KEY SKILL 1] | [KEY SKILL 2] | [KEY SKILL 3]

[This is your professional summary. Use this section to explain in two to three sentences what you can do for a company. Demonstrate how your background and experience will help the company solve a particular problem. Mention your greatest accomplishments as they pertain to the position you’re applying to. Discuss your specialty and what makes you an expert.]

WORK EXPERIENCE

[Company name here] - [city], [state] [dates worked in position]

[POSITION TITLE]

[Explain in one or two sentences the position at a glance or your main responsibilities.]

* [Accomplishment and/or responsibility listed here with the results that were achieved.]
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[Company name here] - [city], [state] [dates worked in position]

[POSITION TITLE]

[Explain in one or two sentences the position at a glance or your main responsibilities.]

* [Accomplishment and/or responsibility listed here with the results that were achieved.]
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* [Accomplishment and/or responsibility listed here with the results that were achieved.]

[Company name here] - [city], [state] [dates worked in position]

[POSITION TITLE]

[Explain in one or two sentences the position at a glance or your main responsibilities.]

* [Accomplishment and/or responsibility listed here with the results that were achieved.]
* [Accomplishment and/or responsibility listed here with the results that were achieved.]
* [Accomplishment and/or responsibility listed here with the results that were achieved.]
* [Accomplishment and/or responsibility listed here with the results that were achieved.]

EDUCATION

[Name of School] - [city], [state]

[Type of Degree Earned] – [Field of Study], [Date Earned]

PROFESSIONAL SKILLS

* [Professional skill mentioned here].
* [Professional skill mentioned here].
* [Professional skill mentioned here].
* [Professional skill mentioned here].

VOLUNTEER EXPERIENCE

[Organization name here] - [city], [state] [dates volunteered here]

[Type of organization here]

* [Accomplishment and/or responsibility listed here with the results that were achieved.]
* [Accomplishment and/or responsibility listed here with the results that were achieved.]

[Organization name here] - [city], [state] [dates volunteered here]

[Type of organization here]

* [Accomplishment and/or responsibility listed here with the results that were achieved.]
* [Accomplishment and/or responsibility listed here with the results that were achieved.]

AWARDS AND HONORS

[Award name here] - [city], [state] [date award was received here]

* [List details about the award or honor here including results that were achieved.]
* [List details about the award or honor here including results that were achieved.]

[Award name here] - [city], [state] [date award was received here]

* [List details about the award or honor here including results that were achieved.]
* [List details about the award or honor here including results that were achieved.]

PROFESSIONAL MEMBERSHIPS

* [List association, organization or committee here], [(dates served)]
* [List association, organization or committee here], [(dates served)]
* [List association, organization or committee here], [(dates served)]