**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.

**SKILLS**  
  
**[Skill group one]**

* [Example of how you used skill]
* [Example of how you used skill]
* [Example of how you used skill]

**[Skill group two]**

* [Example of how you used skill]
* [Example of how you used skill]
* [Example of how you used skill]

**[Skill group three]**

* [Example of how you used skill]
* [Example of how you used skill]
* [Example of how you used skill]

**EXPERIENCE**

**Title Start Date - End Date (Current)**

**Company Name, Location**

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

**Title Start Date - End Date**

**Company Name, Location**

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

**EDUCATION**

**Degree Type, Major (if applicable) Month/Year of Completion**

Institution Name

**AWARDS/RECOGNITIONS/CERTIFICATIONS/VOLUNTEER WORK - (OPTIONAL)**

* Award, certification, recognition or volunteer work Date
* Award, certification, recognition or volunteer work Date