

# Your Name

(555) 555 – 5555  
youremail@whatever.com  
123 N. Wherever Ave  
City, ST 12345

This is where you type up a quick summary of who you are, what your career goals are, why you believe you are qualified, and, most importantly, how you think that you will uniquely be able to help the company achieve their goals.

## SKILLS

---

- This is where I'll list
- Skills from my education
- And work experience
- That match keywords
- From the job position
- Or common job postings
- For the industry I want
- To work in so that when
- The robots scan my
- Resume I will rank higher
- And increase my odds for
- Landing an interview

## EDUCATION

---

Graduated MM/YYYY

**Degree or Certificate**, University Name – City, ST

- Focused on writing a killer resume to ensure I get an interview
- Emphasized keywords that match the job description or field
- Address specific accomplishments that I would feel comfortable speaking about in a job interview
- Highlight projects that I worked on that match responsibilities or requirements from the job posting

## EXPERIENCE

---

MM/YYYY – Present

**Job Title**, Company Name – City, ST

- Followed the same examples as above in the education section
- Utilized action verbs in expressing how my experience matches the job I'm applying to
- Kept it short if it wasn't relevant at all to the job or field of work

MM/YYYY – MM/YYYY

**Job Title**, Company Name – City, ST

- Followed the same examples as above in the education section
- Utilized action verbs in expressing how my experience matches the job I'm applying to
- Kept it short if it wasn't relevant at all to the job or field of work