

Resume Template

Your address
Your City, Country

Your Phone
Your Email

Professional Summary

Your experience summary, a short overview of your skills and qualification. This is important to have the intention to catch the employer's attention in this section. Add any notable work experiences that match what the potential job needs. Keep this section to two to three sentences.

Experience

Company, company city, company country / Position
MM YYYY - PRESENT

Your skills and tasks that relate to the job that you're applying for.

Summarize your experience with three to five bullet points for each job listing.

Company, company city, company country / Position
MM YYYY - MM YYYY

Focus on major responsibilities and work achievements rather than daily tasks.

Focus on your key achievements from your experience, not just listing duties.

Company, company city, company country / Position
MM YYYY - MM YYYY

Try to emphasize your achievements with action words (example: "Managed team of 12 employees" instead of "Was responsible for a team of 12 employees").

Education

School Name / Degree obtained
MM YYYY - MM YYYY, School location

Field of Study

School Name / Degree obtained
MM YYYY - MM YYYY, School location

Field of Study

Skills

Your skills match with the job.