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## EXECUTIVE SUMMARY

A **skills summation** with *x* years of experience in *industries you’ve worked in or type of roles/projects*. A *unique characteristic* professional who specializes in *one kind of skill, another kind of skills*, and *another kind of skill*. A *something specialist or expert* with a *proven track record etc.* in *industry, kind of job, or keywords*.

## FUNCTIONAL EXPERTISE

* **Big Six Skill 1**
* **Big Six Skill 2**
* **Big Six Skill 3**
* **Big Six Skill 4**
* **Big Six Skill 5**
* **Big Six Skill 6**

## FUNCTIONAL EXPERTISE DEMONSTRATED

### ORGANIZATION NAME

### Date – Date

*An (industry) firm with XXX employees, ~$XXX in revenues, and clients/partners like X, Y, and Z.*

**Job Title**

General information about the responsibilities of this role, reserving details for bullet points.

* **Big Six Skill #1:** Did X (quantify if possible) to make X impact (mention brands if possible). E.g. X project (mention dates if possible), (+ details that help people visualize what you did).
* **Big Six Skill:** Did X (quantify if possible) to make X impact (mention brands if possible). E.g. X project (mention dates if possible), (+ details that help people visualize what you did).
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## RELEVANT PROJECTS

**Big Six Skill (Remote):** Description of role, impact and skills demonstrated in the project, and who the project was for while quantifying, including brands, and describing clearly in whenever possible. (Year)

**Big Six Skill:** Description of role, impact and skills demonstrated in the project, and who the project was for while quantifying, including brands, and describing clearly in whenever possible. (Year)

## EDUCATION

**Highest Degree Earned (Focus) *Extras*.** School Name (Place, Place)

**Second-Highest Degree Earned (Focus) *Extras*.** School Name (Place, Place)

*Additional Professional Development (4 maximum):*

* Name of Certificate (Cert. #NumberWithLink) – Educational Organization (Year)
* Name of Certificate (Cert. #NumberWithLink) – Educational Organization (Year)

## VOLUNTEERISM

**Organization Name – Role (Remote):** Description of role, organization, and how it demonstrates relevant skills on your resume, including examples of quantities, impact, and brand name partners/funders. (Year)

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## OTHER RELEVANT INFORMATION

**Additional Languages:** Language (level), Language (level)

**Technical Skills:** Software, software, software, Excel (level)

**Awards:** Name of Award—Awarding Body (Year), Name of Award—Awarding Body (Year)