**Your Name**

City, State | email@example.com | (555) 555-5555 | LinkedIn: linkedin.com/in/yourname

**PROFESSIONAL SUMMARY**

*Write a 2–3 sentence summary highlighting your most relevant experience, strengths, and value to the employer. Focus on achievements, not duties.*

**CORE SKILLS**

*List 6–10 key skills or areas of expertise relevant to the position (e.g., Project Management, Data Analysis, Financial Modeling, Leadership).*

**EXPERIENCE**

*List your most recent roles first. For each, include your title, company, and employment dates. Each bullet should show an achievement, how you did it, and the result.*

**Senior Project Manager | Acme Engineering | 2019–Present**• Spearheaded migration to automated scheduling, reducing project delays by 22%.  
• Introduced KPI dashboard improving transparency and reducing reporting time by 40%.  
• Managed cross-functional team of 12 delivering infrastructure projects 15% under budget.

**EDUCATION**

*Include your highest degree first. Example:*

**Bachelor of Science in Mechanical Engineering, University of Ohio — 2015**Minor: Business Administration

**CERTIFICATIONS / TOOLS**

*List relevant certifications, licenses, or software tools. Example: PMP, Six Sigma Green Belt, AutoCAD, MS Project, Power BI.*