

[YOUR FULL NAME]

City, State | (123) 456-7890 | your.email@example.com | LinkedIn.com/in/yourprofile

PROFESSIONAL SUMMARY

[Write 3-4 sentences highlighting your key qualifications, years of experience, and main achievements. Use action verbs and quantify results where possible. Tailor this section to match the job description.]

CORE COMPETENCIES

- Skill/Competency 1
- Skill/Competency 2
- Skill/Competency 3
- Skill/Competency 4
- Skill/Competency 5
- Skill/Competency 6
- Skill/Competency 7
- Skill/Competency 8
- Skill/Competency 9

PROFESSIONAL EXPERIENCE

Job Title | Company Name, City, State | Month Year – Present

- Achieved [specific result] by [action taken], resulting in [quantified outcome]
- Spearheaded [project/initiative] that improved [metric] by [percentage/amount]
- Collaborated with [team/department] to deliver [outcome] within [timeframe]
- Managed [responsibility] for [scope], exceeding targets by [percentage]

Previous Job Title | Previous Company, City, State | Month Year – Month Year

- Led [project/team] to achieve [specific outcome], increasing [metric] by [amount]
- Developed and implemented [system/process] that reduced [cost/time] by [percentage]
- Trained and mentored [number] team members in [skill/area]
- Recognized for [achievement] with [award/recognition]

EDUCATION

Degree Name (e.g., Bachelor of Science in Business Administration)
University Name, City, State | Graduation Year

CERTIFICATIONS & PROFESSIONAL DEVELOPMENT

- Certification Name, Issuing Organization, Year
- Professional Development Course/Training, Year