**YOUR NAME**

Phone | Email | Location (City, State, ZIP)

Online Portfolio/Professional Website (Optional)

**PROFESSIONAL SUMMARY**2-3 sentences or 2-3 bullet points that include your years of professional experience, accomplishments, top skills and strengths as they relate to the position and what you’re looking for in your next role.

**EXPERIENCE  
  
Title Start Date - End Date (Current)**

**Company Name, Location**

* (Action verb) + what you did (more detail) + reason, outcome or quantified results
* (Action verb) + what you did (more detail) + reason, outcome or quantified results
* (Action verb) + what you did (more detail) + reason, outcome or quantified results
* (Action verb) + what you did (more detail) + reason, outcome or quantified results

**Title Start Date - End Date**

**Company Name, Location**

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**Title Start Date - End Date**

**Company Name, Location**

* (Action verb) + what you did (more detail) + reason, outcome or quantified results
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* (Action verb) + what you did (more detail) + reason, outcome or quantified results
* (Action verb) + what you did (more detail) + reason, outcome or quantified results

**SKILLS**  
  
[Relevant skill] | [Relevant skill] | [Relevant skill] | [Relevant skill] | [Relevant skill]

**EDUCATION  
  
Degree Type, Major (if applicable) Month/Year of Completion**

Institution Name

**CERTIFICATIONS**

* **[Certification]**, [Certifying organization] - [Year earned]

**AWARDS/RECOGNITIONS/VOLUNTEER WORK - (OPTIONAL)**

* Award, recognition or volunteer work Date
* Award, recognition or volunteer work Date