FIRSTNAME LASTNAME

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yourname@gmail.com | Linkedin URL goes here

CAREER SUMMARY

**Insert Job Title #1 • Insert Job Title #2 • Insert Job Title #3 (or Statement Summarizing You)**

* ***Bullet #1 is a statement that introduces who are professionally*** with additional detail that expounds on this. This is your “elevator pitch,” or your most important “who I am professionally” statement.
* ***Bullet #2 will highlight a specific strength or experience*** that you have that aligns directly with what your target audience – or the specific role you’re pursuing – is calling for.
* ***Bullet #3 will highlight a specific strength or experience*** that you have that aligns directly with what your target audience – or the specific role you’re pursuing – is calling for.
* ***Bullet #4 (if you need this)*** is a great spot to spell out specifically how or why your combined background aligns directly with what your target employer is looking for – Module 5 discusses the Summary section in detail if you wish to refer back to it.

***“If desired, add a quick quote / testimonial here. If you have good ones***

***on your LinkedIn profile, you can pull from there.” – Person Name, Company***

AREAS OF EXPERTISE

* Skill Goes Here
* Skill Goes Here
* Skill Goes Here
* Skill Goes Here
* Skill Goes Here
* Skill Goes Here
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PROFESSIONAL EXPERIENCE

**Company Name**, City, ST **Date – Present**

*Quick blurb that describes the nature of the business (leave off if all the companies you’ve worked for are widely known)*

**Your Title**

Statement that describes what you were brought in, recruited or promoted to do and the overarching nature of your job. Keep your target job / target audience in mind as you overview what you do in each role and be sure to showcase the responsibilities that you hold that you feel will be of most interest to this audience.

* ***Bullet point #1 highlighting something you’re particularly proud of*** and / or that that you believe will be most important to share with your target audience.
* ***Bullet point #2 highlighting something you’re particularly proud of*** and / or that that you believe will be most important to share with your target audience.
* ***Bullet point #3 highlighting something you’re particularly proud of*** and / or that that you believe will be most important to share with your target audience. Module 7 covers this in more detail.
* ***Bullet point #4 if you feel you truly need it*** but try to avoid peppering readers with too many bullets. Also, it’s typically better to use the most bullets on your current / most recent role.

**Company Name**, City, ST **Date – Date**

*Quick blurb that describes the nature of the business*

**Your Title**

Statement that describes what you were brought in, recruited or promoted to do and the overarching nature of your job. Keep your target job / target audience in mind as you overview what you do in each role and be sure to showcase the responsibilities that you held that you feel will be of most interest to this audience.

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**Company Name**, City, ST **Date – Date**

*Quick blurb that describes the nature of the business*

**Your Title**

Statement that describes what you were brought in, recruited or promoted to do and the overarching nature of your job. Keep your target job / target audience in mind as you overview what you do in each role and be sure to showcase the responsibilities that you held that you feel will be of most interest to this audience.

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**Company Name**, City, ST **Date – Date**

*Quick blurb that describes the nature of the business*

**Your Title**

Statement that describes what you were brought in, recruited or promoted to do and the overarching nature of your job. Keep your target job / target audience in mind as you overview what you do in each role and be sure to showcase the responsibilities that you held that you feel will be of most interest to this audience.

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EDUCATION

**Name of Degree, Major**

Name of University, City, ST

*Honors, Activities, Special Projects, etc. can go here*

EXTRA SECTION IF YOU NEED IT

This could be used for Volunteerism, Military Service, Licensure, Certifications, Technical Skills, etc.