1. **Contact Information**
   Include your full name, phone number, professional email, LinkedIn profile, and optionally a portfolio or GitHub link.

2. **Professional Summary**
   A 2–3 sentence snapshot of your career highlights and what you bring to the table. Tailor it to the job you're applying for.

3. **Skills Section**
   Highlight both technical and soft skills. Use keywords from the job description to pass applicant tracking systems (ATS).

4. **Work Experience**
   List your most recent roles first. Use bullet points to describe your responsibilities and achievements using action verbs and quantifiable results.

5. **Education**
   Include your degrees, institutions, graduation dates, and any honors or relevant coursework.

6. **Certifications & Awards**
   Showcase any industry-recognized certifications or accolades that add credibility to your expertise.

7. **Projects**
   Especially useful for tech, design, or freelance roles. Highlight projects that demonstrate your skills in action.