

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, Company Name **Start Date - End Date**

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

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

SKILLS

Skill, Skill, Skill, Skill, Skill, Skill, Skill

AWARDS/RECOGNITIONS/VOLUNTEER WORK - (OPTIONAL)

- Award, recognition or volunteer work Date
- Award, recognition or volunteer work Date
- Award, recognition or volunteer work Date