**YOUR NAME**

Phone | Email

Online Portfolio/Professional Website/LinkedIn URL

**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.

**RELEVANT SKILLS**

Include three-to-four bullets that have as many specific and quantifiable examples as possible.

[Skill #1]

* List an achievement and/or work experience that portrays evidence of how you used the skill in your work history.

[Skill #2]

* List an achievement and/or work experience that portrays evidence of how you used the skill in your work history.

[Skill #3]

* List an achievement and/or work experience that portrays evidence of how you used the skill in your work history.

**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

|  |  |
| --- | --- |
| **Title** | **Start Date - End Date** |

**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

**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