FIRST LAST

address@email.com | (333) 323-2323 | LinkedIn URL (optional) | City, State (optional)

PROFESSIONAL SUMMARY

Give a brief introduction to your professional background. In 2-4 sentences, describe your years of experience, key accomplishments, key skills, values, professional interests, and career goals.

EXPERIENCE

Company Name   Month XXXX – Present
Job Title   City, State
- Demonstration of skill – what you did, how you did it & what it was the outcome (or goal/purpose)
- Demonstration of skill – what you did, how you did it & what it was the outcome (or goal/purpose)
- Demonstration of skill – what you did, how you did it & what it was the outcome (or goal/purpose)

Company Name   Month XXXX – Month XXXX
Job Title   City, State
- Demonstration of skill – what you did, how you did it & what it was the outcome (or goal/purpose)
- Demonstration of skill – what you did, how you did it & what it was the outcome (or goal/purpose)
- Demonstration of skill – what you did, how you did it & what it was the outcome (or goal/purpose)

Company Name   Month XXXX – Month XXXX
Job Title   City, State
- Demonstration of skill – what you did, how you did it & what it was the outcome (or goal/purpose)
- Demonstration of skill – what you did, how you did it & what it was the outcome (or goal/purpose)
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Company Name   Month XXXX – Month XXXX
Job Title   City, State
- Demonstration of skill – what you did, how you did it & what it was the outcome (or goal/purpose)
- Demonstration of skill – what you did, how you did it & what it was the outcome (or goal/purpose)
- Demonstration of skill – what you did, how you did it & what it was the outcome (or goal/purpose)

CERTIFICATIONS (or Licenses or other Training)

Name of Certification, Awarding Body (if applicable)   Month & Year Earned (or Expires Month Year)

Name of Certification, Awarding Body (if applicable)   Month & Year Earned (or Expires Month Year)

SKILLS

Technical/industry skill	Technical/industry skill	Technical/industry skill
Technical/industry skill	Technical/industry skill	Technical/industry skill
Technical/industry skill	Technical/industry skill	Technical/industry skill

EDUCATION

Name of University/College   Month & Year Earned (optional if 20+ yrs ago)
Degree in Area of Study   Location