

YOUR FIRST AND LAST NAME

Email: youremail@gmail.com | **Phone:** XXX-XXX-XXXX

Address: XXX Street, Apt. X City/Town, State ZIP Code

Linkedin: linkedin.com/in/yourprofile

PROFESSIONAL SUMMARY

Skilled [industry] professional seeking to leverage my expertise in [relevant skills] to fill your [position name] position. An intuitive worker aiming to help achieve [Company's Name]'s goals and take on more responsibility as quickly as possible.

RELEVANT SKILLS

[First Skill]

- Include a bulleted list of accomplishments related to this skill
- Make sure you quantify (add numbers to) these bullet points

[Second Skill]

- List any accomplishments or responsibilities that demonstrate this skill
 - Be as specific as possible – include actual names of software or tools you've used.
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LAST 10 YEARS OF WORK HISTORY

Most Recent Job Title

Employer Name / Location / Start Year – End Year

Earlier Job Title

Employer Name / Location / Start Year – End Year

EDUCATION

Degree Name / Major

University, Location

Training

Class, Workshop, or Certificate Program Name, Location | Date

ADDITIONAL INFORMATION

Include other good-to-know information, such as languages you speak, volunteer experience, or hobbies related to the job