**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.

**SKILLS**

**Expert:** Skill, Skill, Skill

**Advanced:** Skill, Skill

**Intermediate:** Skill, Skill

**EXPERIENCE**

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

* (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
* (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

**AWARDS/RECOGNITIONS/VOLUNTEER WORK - (OPTIONAL)**

* Award, recognition or volunteer work Date
* Award, recognition or volunteer work Date
* Award, recognition or volunteer work Date