First Name Last Name

Address (Street Address, City, State Zip Code)

Phone Number, Professional Email

PROFESSIONAL SUMMARY

A detailed paragraph highlighting hard and soft skills related to the position in which you are applying.

CORE COMPETENCIES

|  |  |  |
| --- | --- | --- |
| * Skill
 | * Skill
 | * Skill
 |
| * Skill
 | * Skill
 | * Skill
 |
| * Skill
 | * Skill
 | * Skill
 |

EXPERIENCE

Company Name Start date – End date (or Present)

Job Title  City, State

* List accomplishments, duties, and job responsibilities
* Be sure to start each bullet with a strong action verb
* Be descriptive, concise, and quantifiable

Company Name Start date – End date (or Present)

Job Title  City, State

*

Company Name Start date – End date (or Present)

Job Title  City, State

*

EDUCATION

Name of School, City, State

Title of Degree, Diploma, or Certification, Expected Graduation Date