First Name Last Name

Address (Street Address, City, State Zip Code)

Phone Number, Professional Email

SUMMARY

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

EXPERTISE  
Skill #1

* More detail of skill and how it relates to the job description
* Examples of times skill was used in current or previous professional roles
* Measurable results and accomplishments related to skill

Skill #2

* More detail of skill and how it relates to the job description
* Examples of times skill was used in current or previous professional roles
* Measurable results and accomplishments related to skill

Skill #3

* More detail of skill and how it relates to the job description
* Examples of times skill was used in current or previous professional roles
* Measurable results and accomplishments related to skill

ADDITIONAL SUB SECTION (If applicable):

* List multiple awards or achievements
* List multiple volunteer or civil engagement experiences or
* List hobbies and interested related to the job position

EXPERIENCE

Company Name Start date – End date (or Present)

Job Title  City, State  
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