YOUR NAME

[insert professional email] ∙ [insert phone number] ∙ [insert LinkedIn or website]

SUMMARY

[Write one to two sentences summarizing your background in the field. Keep it short and concise, listing major skills necessary for the position you’re applying to.]

SKILLS

*[Use this section to advertise soft and hard skills that make you a great candidate. Remember to use words directly said in the job posting!]*

* [insert skill]
* [insert skill]
* [insert skill]
* [insert skill]
* [insert skill]
* [insert skill]

EXPERIENCE

*[List any* ***relevant*** *job experience here. Make sure it relates to the position you are applying for in some way!]*

**[Job Title]** ∙ [Company Name], [Start Date – End Date]

* *[Keep all descriptions short and concise]*
* *[List tasks you were responsible for in this position; use action verbs!]*
* *[Don’t be afraid to brag! Use numbers and concrete facts to demonstrate how you contributed to the team]*
* *[Recommended 3-5 bullet points to describe each position]*

**[Job Title]** ∙ [Company Name], [Start Date – End Date]

* [Description]

**[Job Title]** ∙ [Company Name], [Start Date – End Date]

* [Description]

**[Job Title]** ∙ [Company Name], [Start Date – End Date]

* [Description]

EDUCATION AND TRAINING

*[List your education and training background here]*

**[School Name]** ∙ [Completion Date] ∙ [Location]

[Major, Diploma; any Specializations]

**[School Name]** ∙ [Completion Date] ∙ [Location]

[Major, Diploma; any Specializations]