YOUR NAME

contact information

[insert professional email]

[insert phone number]

[insert LinkedIn or website]

Skills

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

Education and Training

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

[Major, Diploma; any Specializations]

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

[Major, Diploma; any Specializations]

**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.]

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]

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

* *[Keep all descriptions short and concise]*
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**[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]*
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