

First Last Name
303-XXX-XXXX (best contact phone)
Professional Email

PROFESSIONAL SUMMARY

Detail your experience and/or skills succinctly and persuasively in 2-3 sentences. Describe how you are qualified for the position to which you are applying.

EXPERIENCE/ACCOMPLISHMENTS

SKILL #1 (Pertinent to job requirements)

- An achievement illustrating this skill _____
- Other achievements _____
- _____

SKILL #2 (Pertinent to job requirements)

- An achievement illustrating this skill _____
- Other achievements _____
- _____

SKILL #3 (Pertinent to job requirements)

- An achievement illustrating this skill _____
- Other achievements _____
- _____

EMPLOYMENT HISTORY

Job Title Employer, City, ST	Dates employed
Job Title Employer, City, ST	Dates employed
Job Title Employer, City, ST	Dates employed
Job Title Employer, City, ST	Dates employed

EDUCATION

Name of the degree/certificate
Name of institution, City, State (Expected graduation date)

Social Media Profile (LinkedIn, Twitter, etc.)