

First Last
City, State
(xxx) xxx-xxxx
Professionalname@email.com
<http://www.linkedin.com/in/xxxxxxx>

OBJECTIVE: Job Title

SUMMARY

- Years of experience and/or relevant education
- Relevant skills (keywords), experience, or accomplishment
- Relevant skills (keywords), experience, or accomplishment
- Relevant skills (keywords), experience, or accomplishment
- Personal qualities that would appeal to the employer

EDUCATION

Name of Certificate/Degree (date optional)

School, City, State

Relevant coursework

Relevant projects

Name of Certificate/ Degree (date optional)

School, City, State

Relevant coursework

Relevant projects

SKILLS & ACCOMPLISHMENTS

Skill Area

- Use accomplishment statements with numbers or percentages to tell not only what you did, but most importantly, how much, how often, and how well you did it.
- The strongest bullet points highlight positive results and concrete accomplishments. E.g.: Increased website visits by 30% by implementing a new search engine optimization system.
- Stick to 3 – 7 bullet points per position, no longer than 1 – 2 lines each. Give more emphasis to the most recent and relevant positions.

Skill Area

- Skill, job duty, or accomplishment
- Skill, job duty, or accomplishment
- Skill, job duty, or accomplishment
- Skill, job duty, or accomplishment

EXPERIENCE

Most Recent Position Title, Name of Company, City, State

Year – Year

Next Position Title, Name of Company, City, State

Year – Year

Next Position Title, Name of Company, City, State

Year – Year

ADDITIONAL HEADING (optional)

Technical skills, licenses, talents, activities, awards, publications, etc.

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