

YOUR NAME

Phone | Email | Location (City, State, ZIP)
Online Portfolio/Professional Website (Optional)

Objective

2-3 sentences or 2-3 bullet points that include your years of professional experience, accomplishments, top skills and strengths as they relate to the position and what you're looking for in your next role.

EXPERIENCE

Title

Start Date - End Date (Current)

Company Name, Location

- (Action verb) + what you did (more detail) + reason, outcome or quantified results
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EDUCATION

Degree Type, Major (if applicable)

Month/Year of Completion

Institution Name

REFERENCES

Full name title and organization

Contact phone number and/or email

Full name title and organization

Contact phone number and/or email

Optional Components:

1. SKILLS

2. CERTIFICATIONS or PROFESSIONAL ORGANIZATIONS