**First Last**

City, ST Zip | Phone | [name@host.com](mailto:name@host.com) |LinkedIn URL

**SUMMARY**

**Title of Position Goal or the Position You are Applying To**

Describe yourself as you want the reader (your future job’s hiring team) to know you. Do not regurgitate your background. This top paragraph can be 3-4 short sentences. Then, use keywords to explain your profile. Do not make the following section a table (even if the borderlines are hidden). Do not use forward slashes or any other symbols.

Keyword or Keyphrase | Keyword or Keyphrase | Keyword or Keyphrase

Keyword or Keyphrase | Keyword or Keyphrase | Keyword or Keyphrase

Keyword or Keyphrase | Keyword or Keyphrase | Keyword or Keyphrase

**PROFESSIONAL WORK EXPERIENCE**

**Company Name,** Job Title, City, ST month yyyy – month yyyy

*Short company description*

1-2 short sentence paragraph of job duties, including keywords found in your target job description(s).

*<All of the following bullets should start with a power verb:>*

* <**Skill Word**>: <Accomplished what> by <doing what>. <Result was: #/%/$>
* <**Skill Word**>: <Accomplished what> by <doing what>. <Result was: #/%/$>
* <**Skill Word**>: <Accomplished what> by <doing what>. <Result was: #/%/$>
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**Company Name,** Job Title, City, ST month yyyy – month yyyy

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**Company,** Job Title, City, ST month yyyy – month yyyy

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**EDUCATION**

**Degree in Major,** University Name, City, ST, Graduation Honors, if applicable, Date

**TRAINING**

List training here

**CERTIFICATIONS**

List certifications here

**SKILLS**

List hard skills here such as computer expertise, foreign languages, other professional skills