

YOUR FULL NAME

TARGET JOB TITLE OR PROFESSIONAL BRAND

City, State | (000) 000-0000 | professional@email.com | linkedin.com/in/yourname

PROFESSIONAL SUMMARY

[Write 3-4 lines that describe your experience, strongest relevant skills, and the value you can bring to the target employer. Tailor this section to each job.]

CORE SKILLS

Relevant Skill 1	Relevant Skill 2	Relevant Skill 3
Relevant Skill 4	Relevant Skill 5	Relevant Skill 6

PROFESSIONAL EXPERIENCE

JOB TITLE

Month Year - Present

Employer Name | City, State

- [Begin each bullet with a strong action verb and describe an accomplishment, result, responsibility, or skill relevant to the target job.]*
- [Add numbers when they are truthful and useful, such as volume, accuracy, time saved, customers served, or team size.]*
- [Use 3-5 concise bullets for the most relevant position.]*

PREVIOUS JOB TITLE

Month Year - Month Year

Employer Name | City, State

- [Highlight transferable skills and measurable contributions.]*
- [Focus on results and impact rather than listing every routine duty.]*

EDUCATION

Degree, Diploma, GED, or Training Program

Completion Year or Expected Year

School or Training Provider | City, State

CERTIFICATIONS AND ADDITIONAL QUALIFICATIONS

- [Certification or license, issuing organization, expiration date if applicable]*
- [Languages, technical tools, volunteer leadership, or other relevant qualification]*