

First Name Last Name

Phone Number | Professional Email Address

Summary of Qualifications

- A few bullet points listing the most relevant hard skills and soft skills related to the position you're applying for.
 - You can use the "Action Verbs" and "List of Soft Skills" [Reference Guides](#) for ideas.
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Professional Accomplishments

Major Skill 1 (Example: Management)

- More detail of the skill and how it relates to the job application.
- Examples of projects or situations that utilized this skill.

Major Skill 2 (Example: Leadership)

- More detail of the skill and how it relates to the job application.
- Examples of projects, measureable results, and accomplishments.

Major Skill 3 (Example: Customer Service)

- More detail of the skill and how it relates to the job application.
 - Measureable results and accomplishments that back up your ability.
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Work Experience

Position 1, Company, *City & State*

Month Year – Month Year (or Present)

- Briefly describe your responsibilities and accomplishments in 2- 3 bullets points.
- Briefly describe your responsibilities and accomplishments in 2- 3 bullets points.

Position 2, Company, *City & State*

Month Year – Month Year

- Briefly describe your responsibilities and accomplishments in 2- 3 bullets points.
- Briefly describe your responsibilities and accomplishments in 2- 3 bullets points.

Position 3, Company, *City & State*

Month Year – Month Year

- Briefly describe your responsibilities and accomplishments in 2- 3 bullets points.
 - Briefly describe your responsibilities and accomplishments in 2- 3 bullets points.
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Education

Degree

School, City & State

Year or Expected Year of Graduation