

# Your Name Here

City, ST 55555 • 555-555-5555 • Your.Name@email.com • LinkedIn/url

## TARGET JOB TITLE HERE

Subspecialty Skill 1 • Subspecialty Skill 2 • Subspecialty Skill 3

This is the summary section. It should not exceed 5 lines. It can include specific examples of your ability to do the targeted job above. Be sure to provide key results that can help persuade an employer that you can absolutely do the job. Steer clear of overusing clichés like goal oriented.

**Keyword 1 • Keyword 2 • Keyword 3 • Keyword 4 • Keyword 5 • Keyword 6 • Keyword 7 • Keyword 8  
Keyword 9 • Keyword 10** (these come from the job description)

## EXPERIENCE

**Most Recent Company Name, City, ST**

Start-End Dates

### MOST RECENT JOB TITLE

Here you'll include an overview of your job. What were you hired to do. In a nutshell, what did you do all day? What departments did you support? Who were your key customers and challenges?

- Start with an action verb, be sure to put heavy-hitting results near the front, and answer the "so-what" question. Why is this statement special? Why should the employer care?
- Action verb, results or qualifiers, and impact you made to the company.
- You can include up to 5 consecutive bullet points.
- Ex. Executed approval decisions for massive, 500-case portfolio with 99.8% accuracy.

**Previous Company Name, City, ST**

Start-End Dates

### JOB TITLE

This section is normally 1-3 lines in length. Avoid the use of personal pronouns (like I, we, my, etc...) and do your very best to avoid really long-winded stories and paragraphs.

- Action verb, results or qualifiers, and impact you made to the company.
- Ex. Resolved 300+ customer inquiries per day in high pressure, call-center environment.

**Company Name, City, ST**

Start-End Dates

### JOB TITLE

You don't want to include all of the gritty details. You simply want to whet the appetite of your readers. The specifics can be discussed during interviews. Have you done a good job of convincing?

- Action verb, results or qualifiers, and impact you made to the company.

## EDUCATION

**Degree and Major**, Name of School, City, ST (graduation date if within 3 years, expected completion date \_\_\_\_\_, or "some coursework completed")

**Certification Name**, Name of Certifying Entity (date earned if within 3 years)

**Involvement(s)**, Name of Organization (status)

**Development Courses**, List out course titles or topic areas, it can be several lines long and separated by commas

