**[first and last name]**

[phone number] • [city, state and zip] • [email address] • [LinkedIn URL]

**[JOB TITLE YOU’RE SEEKING]**

**[KEY SKILL 1] | [KEY SKILL 2] | [KEY SKILL 3]**

[This is your professional summary. Use this section to explain in two to three sentences what you can do for a company. Demonstrate how your background and experience will help the company solve a particular problem. Mention your greatest accomplishments as they pertain to the position you’re applying to. Discuss your specialty and what makes you an expert.]

**WORK EXPERIENCE**

**[Company name here]** - *[city], [state]* [dates worked in position]

**[POSITION TITLE]**

[Explain in one or two sentences the position at a glance or your main responsibilities.]

* [Accomplishment and/or responsibility listed here with the results that were achieved.]
* [Accomplishment and/or responsibility listed here with the results that were achieved.]
* [Accomplishment and/or responsibility listed here with the results that were achieved.]
* [Accomplishment and/or responsibility listed here with the results that were achieved.]

**[Company name here**] - *[city], [state]* [dates worked in position]

**[POSITION TITLE]**

[Explain in one or two sentences the position at a glance or your main responsibilities.]

* [Accomplishment and/or responsibility listed here with the results that were achieved.]
* [Accomplishment and/or responsibility listed here with the results that were achieved.]
* [Accomplishment and/or responsibility listed here with the results that were achieved.]
* [Accomplishment and/or responsibility listed here with the results that were achieved.]

**[Company name here**] - *[city], [state]* [dates worked in position]

**[POSITION TITLE]**

[Explain in one or two sentences the position at a glance or your main responsibilities.]

* [Accomplishment and/or responsibility listed here with the results that were achieved.]
* [Accomplishment and/or responsibility listed here with the results that were achieved.]
* [Accomplishment and/or responsibility listed here with the results that were achieved.]
* [Accomplishment and/or responsibility listed here with the results that were achieved.]

**EDUCATION**

**[Name of School]** - *[city], [state]*

[Type of Degree Earned] – [Field of Study], [Date Earned]

**PROFESSIONAL SKILLS**

* [Professional skill mentioned here].
* [Professional skill mentioned here].
* [Professional skill mentioned here].
* [Professional skill mentioned here].

**VOLUNTEER EXPERIENCE**

**[Organization name here]** - *[city], [state]* [dates volunteered here]

**[Type of organization here]**

* [Accomplishment and/or responsibility listed here with the results that were achieved.]
* [Accomplishment and/or responsibility listed here with the results that were achieved.]

**[Organization name here]** - *[city], [state]* [dates volunteered here]

**[Type of organization here]**

* [Accomplishment and/or responsibility listed here with the results that were achieved.]
* [Accomplishment and/or responsibility listed here with the results that were achieved.]

**AWARDS AND HONORS**

**[Award name here]** - *[city], [state]* [date award was received here]

* [List details about the award or honor here including results that were achieved.]
* [List details about the award or honor here including results that were achieved.]

**[Award name here]** - *[city], [state]* [date award was received here]

* [List details about the award or honor here including results that were achieved.]
* [List details about the award or honor here including results that were achieved.]

**PROFESSIONAL MEMBERSHIPS**

* [List association, organization or committee here], [(dates served)]
* [List association, organization or committee here], [(dates served)]
* [List association, organization or committee here], [(dates served)]