

Your Name

City, State Abbreviation Zip Code | (123) 456-7890 | email@example.com | LinkedIn | Portfolio

Profile

- A dynamic [add job title] with [number of years] experience specializing in [your three to four top specialty areas]. A proven track record of [add in a key work accomplishment or two]. Skilled at [include an attribute that makes you unique or illustrates your value].

Education

- Degree Name (B.A.), Start Date Month and Year | INSTITUTION NAME, City, State | Completion Date Month and Year

Certifications

- Name of Certification (NOC), Accrediting Body, Year of Completion

Key Skills

- Communications
- Data analytics
- Leadership
- Microsoft OfficeSuite
- Web development

Professional Experience

CURRENT JOB TITLE | EMPLOYER NAME, CITY, STATE | START DATE MONTH AND YEAR – END DATE MONTH AND YEAR

- Start your bulleted list of your achievements, starting each one with an action verb (if current job, verbs should be present tense)
- Example: “Resolve billing backlog, bringing all accounts receivable up to date within two months.”
- Incorporate numbers/data to quantify your achievements (i.e. “resulting in a 94% customer service rating” and “leading to a 42% growth in registrations”)
- Aim for three to five bullets total

PAST JOB TITLE | EMPLOYER NAME, CITY, STATE | START DATE MONTH AND YEAR – END DATE MONTH AND YEAR

- Follow the same tips as above, but your verbs should be past tense
- Another amazing bullet
- And one more