

## First Name Last Name

Street Address, City, State, Zip Code

Home Phone / Cell Phone

Email Address / LinkedIn Address

### Professional Summary

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Write a short statement about who you are as an employee and what value you can bring to the prospective employer.

### Core Qualifications

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*(Include the skills that the employer will care most about. Use keywords from the job ad.)*

*If you have relevant and measurable results, highlight some of them here. If you have limited work experience or few measurable results, then put your relevant skills here.*

- Qualification 1
- Qualification 2
- Qualification 3
- Qualification 4

### Professional Experience

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*Outline your employment history in reverse chronological order. Don't forget to use action verbs!*

#### Most Recent Employer

City, State

Start Date–End Date

#### Job Title

Job description including responsibilities

- Accomplishments with numbers / Results
- Accomplishments with numbers / Results

#### 2nd Most Recent Employer

City, State

Start Date–End Date

#### Job Title

Job description including responsibilities

- Accomplishments with numbers / Results
- Accomplishments with numbers / Results

### Education

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*List certificates, training, and diplomas. State what the certificate is, who awarded it to you, what city and state you got it in, and month and year awarded. List the most important or most recent first.*

#### Continuing Education Program

City, State

Date

Certification or Credential

#### High School or Equivalency Program

City, State

Date

Diploma or Equivalency Certificate