**FIRST NAME LAST NAME**

Mobile: (xxx) xxx xxxx | Email: emailaddress@domain.com | City, State

*High-level Professional Summary should summarize key skills & accomplishments in relation to the job description you are applying for. (2-3 sentences to describe why you’re qualified for this position - what do you want the Hiring Managers to know about you?)*

**SKILLS**

* *List soft skills here – personal traits/abilities*
* *List hard skills here – technical skills*
* *Languages*
* Skill
* Skill
* Skill
* Skill
* Skill

**WORK EXPERIENCE**

**Company Name** *City, State*

*Job title Date – Date*

* *Start with an action verb to clearly demonstrate what you did in a specific situation. Ex: "Administered," "Developed," "Facilitated," "Coordinated," etc.*
* *Describe only core responsibilities and accomplishments focusing on results achieved.*
* *Keep your bullet points brief and to the point. Use concise language and avoid unnecessary filler words.*

**Company Name** *City, State*

*Job title Date – Date*

* *Start with an action verb to clearly demonstrate what you did in a specific situation. Ex: "Administered," "Developed," "Facilitated," "Coordinated," etc.*
* *Describe only core responsibilities and accomplishments focusing on results achieved.*
* *Keep your bullet points brief and to the point. Use concise language and avoid unnecessary filler words.*

**Company Name** *City, State*

*Job title Date – Date*

* *Start with an action verb to clearly demonstrate what you did in a specific situation. Ex: "Administered," "Developed," "Facilitated," "Coordinated," etc.*
* *Describe only core responsibilities and accomplishments focusing on results achieved.*
* *Keep your bullet points brief and to the point. Use concise language and avoid unnecessary filler words.*

**EDUCATION & CERTIFICATIONS**

**Name of School** , Degree earned, Year *City, State*