

YOUR NAME

Phone | Email | Location (City, State, ZIP)
Online Portfolio/Professional Website (Optional)

PROFESSIONAL SUMMARY

2-3 sentences or 2-3 bullet points that include your years of professional experience, accomplishments, top skills and strengths as they relate to the position and what you're looking for in your next role.

EDUCATION

Degree Type, Major (if applicable)

Month/Year of Completion

Institution Name, Location

- [Details about achievements or dissertation]

EXPERIENCE

Title

Start Date - End Date (Present)

Company Name, Location

- (Action verb) + what you did (more detail) + reason, outcome or quantified results
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Company Name, Location

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SKILLS

[Relevant skill] | [Relevant skill] | [Relevant skill] | [Relevant skill] | [Relevant skill]

CERTIFICATIONS

- [Certification], [Certifying organization] - [Year earned]

AWARDS/RECOGNITIONS/VOLUNTEER WORK - (OPTIONAL)

- Award, recognition or volunteer work
- Award, recognition or volunteer work

Date

Date

ADDITIONAL SECTIONS - (OPTIONAL)

[Add as many sections as you need to meet the job qualifications. Sections could include research experience, academic projects, teaching experience, publications, presentations and references.]