First Name, Last Name

Phone **⎜** Email  **⎜** LinkedIn

**SUMMARY:**

Here we want a short synopsis of you as a job seeker. State your career (Example: sales and marketing professional, Expert Administrative assistant, or Experience software engineer) with your years of experience, preferably the industries you have worked in, and your years of experience. You can add other key notes to your career, certifications, educations, and other experience, but try to keep this to an introduction so they can quickly decide to keep reading.

**EDUCATION**

**Add your name of school here**

**Type of degree or diploma you received**

If it is a college degree add it here

**Add your name of school here**

**Type of degree or diploma you received**

If it is a college degree add it here.

**EXPERIENCE**

Company City, State

**Job Title Start Month/Year to End Date**

Quick description of your job’s overall duties and responsibilities. This could be one sentence, or it could be a paragraph.

* Use bullet points for:
* Specific job task that you performed at this job
* Bottom Line performance achievements to your company
* Add in specific software systems used, tools used, and anything specific to your last job that you had to be trained on and now have experience with (Examples: Microsoft Excel, SAP, VISO, CAD programming, The type of software that your company uses for checking customers in and out if its retail, and on and on)

Company City, State

**Job Title Start Month/Year to End Date**

Description

* Repeat process on all other positions held that are relevant
* .
* .

**ACCOMPLISHMENTS or CERTIFICATIONS**

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* .
* .