[first and last name]

[city, state and zip] • [phone number] • [email address]

[JOB TITTLE YOU'RE SEEKING

[key skill 1] • [key skill 2] • [key skill 3]

[This is your professional summary. Use this section to explain in two to three sentences what you can do for a company. Demonstrate how your background and experience will help the company solve a particular problem. Mention your greatest accomplishments as they pertain to the position you’re applying to. Discuss your specialty and what makes you an expert.]

# WORK EXPERIENCE

[Company name here] - [city], [state] [dates worked in position]

[POSITION TITLE]

[Explain in one or two sentences the position at a glance or your main responsibilities.]

* [Accomplishment and/or responsibility listed here with the results that were achieved.]
* [Accomplishment and/or responsibility listed here with the results that were achieved.]
* [Accomplishment and/or responsibility listed here with the results that were achieved.]
* [Accomplishment and/or responsibility listed here with the results that were achieved.]

[Company name here] - [city], [state] [POSITION TITLE]

[dates worked in position]

[Explain in one or two sentences the position at a glance or your main responsibilities.]

* [Accomplishment and/or responsibility listed here with the results that were achieved.]
* [Accomplishment and/or responsibility listed here with the results that were achieved.]
* [Accomplishment and/or responsibility listed here with the results that were achieved.]
* [Accomplishment and/or responsibility listed here with the results that were achieved.]

[Company name here] - [city], [state] [dates worked in position]

[POSITION TITLE]

[Explain in one or two sentences the position at a glance or your main responsibilities.]

* [Accomplishment and/or responsibility listed here with the results that were achieved.]
* [Accomplishment and/or responsibility listed here with the results that were achieved.]
* [Accomplishment and/or responsibility listed here with the results that were achieved.]
* [Accomplishment and/or responsibility listed here with the results that were achieved.]

# EDUCATION

[Name of School] - [city], [state]

[Type of Degree Earned] – [Field of Study], [Date Earned] [Name of School] - [city], [state]

[Type of Degree Earned] – [Field of Study], [Date Earned]

[first and last name] • [phone number] • [email address]

# PROFESSIONAL SKILLS

* + [Professional skill mentioned here].
  + [Professional skill mentioned here].
  + [Professional skill mentioned here].
  + [Professional skill mentioned here].

# VOLUNTEER EXPERIENCE

[Organization name here] - [city], [state] [dates volunteered here]

[Type of organization here]

* + [Accomplishment and/or responsibility listed here with the results that were achieved.]
  + [Accomplishment and/or responsibility listed here with the results that were achieved.]

[Organization name here] - [city], [state] [Type of organization here]

[dates volunteered here]

* + [Accomplishment and/or responsibility listed here with the results that were achieved.]
  + [Accomplishment and/or responsibility listed here with the results that were achieved.]

# AWARDS AND HONORS

[Award name here] - [city], [state] [date award was received here]

* + [List details about the award or honor here including results that were achieved.]
  + [List details about the award or honor here including results that were achieved.]

[Award name here] - [city], [state]

[date award was received here]

* + [List details about the award or honor here including results that were achieved.]
  + [List details about the award or honor here including results that were achieved.]

# PROFESSIONAL MEMBERSHIPS

* + [List association, organization or committee here], [(dates served)]
  + [List association, organization or committee here], [(dates served)]
  + [List association, organization or committee here], [(dates served)]