

NAME

Telephone

Professional email address

JOB TITLE (of the job you are applying for)

SUMMARY

This should be 2-4 sentences that highlight your knowledge, skills, abilities, and experience for the jobs you are applying for. This section is a place for you to make an impact on potential employers right away and get them to keep reading. You should include some of the Foundational/Soft Skills and some of the things you have learned either in training or through your previous roles (Occupational Skills). You could also complete this section as 5-7 bullet points instead of a short paragraph.

SKILLS

- Specific programs/Software/Tools
- 6-10 skills or competencies you have that make you a good fit
- Include required skills from the job description

WORK HISTORY

Company name City, State

Dates employed (mth/year)

Job Title

- Write out the accomplishments you had in your previous jobs in this section
- Do not underestimate what you did, even if only a portion of your role
- Be specific and talk about your efficiency in the specific skill
- Use numbers, dollars and accomplishments to quantify
- Do your best to write these out in phrases and not just one or two words

Company name City, State

Job Title

Dates employed (mth/year)

- [Action Verb]: What did you do at this job and what did you accomplish(ed)
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Company name City, State