**[first and last name]**

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

[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.]

**[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.]

**[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.]

**PROFESSIONAL SKILLS**

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

**EDUCATION**

**[Name of School]** - *[city], [state]* , [Date Earned]