**First Name Last Name**

Email Address | Phone Number | City, State | LinkedIn

Target Job Title

Headline: In 1-2 lines, show why you are uniquely qualified, focusing on skills or qualifications, industry expertise, companies worked for, degrees, certifications, awards, and/or other professional credentials.

**Include a Branding Statement That Shows Your Value Proposition\***

Write a powerful performance summary here. Highlight your most valuable skills, qualifications, achievements, credentials, and other distinguishing information insofar as it relates to and supports your current objective. Integrate keywords and qualifications aligned with the company’s specific needs.

**Professional/Core/Signature Skills/Competencies/Qualifications**

Core Competency Core Competency Core Competency

Core Competency Core Competency Core Competency

Core Competency Core Competency Core Competency

Core Competency Core Competency Core Competency

**[Write Special Skill here like Technology or Management] Skills/Performance Highlights\***

Special Skill Special Skill Special Skill

Special Skill Special Skill Special Skill

Special Skill Special Skill Special Skill

Write a 1-line summary of your skills in action. E.g., your approach to problem-solving.\*

Professional Experience

**Title,** Company Name, City, StateBeginning Date-Present

In 2 lines, summarize your main responsibilities using present tense and provide information about the organization. E.g., # of employees or locations, total annual co. revenue, industry, and other details.

* Beginning with a powerful action verb, write up to six responsibilities in the present tense and/or accomplishments in the past tense.

**Title,** Company Name, City, StateBeginning Date-End Date

In 2 lines, summarize your main responsibilities using past tense and provide information about the organization. E.g., # of employees or locations, total annual co. revenue, industry, and other details.

* Beginning with a powerful action verb, write up to six responsibilities and/or accomplishments in the past tense.

Education [& Certifications/Professional Credentials\*]

**Degree Earned and Degree Title** Date Earned

University Name, City

**Certification Name or Credential Name\*** Date Earned

Awarded By

Professional Affiliations\*

Position Held\*-Name of Society to Which You Belong

Awards & Achievements\*

Award: Write an explanation

**……………………………………………………………………………………………...**

RESUME TEMPLATE KEY

* An asterisk (\*) means the section is optional.
* The forward slash (/) indicates there are multiple options. Choose one.

MAKE IT YOUR OWN

* Headers can be left aligned or centered.
* You can mix responsibilities and accomplishments in the bullets beneath your job titles, or you can only list responsibilities and then create the sub-header “Distinctions” and write a list below.
* You can add a line of no more than 2.15” width to mark the beginning and end of sections.
* Vertical lines can replace commas in titles.
* List dates in MM/YY or YYYY formats consistently.
* Only the text in orange should remain the same. Once you’re finished adding your personal information to the resume template, change the orange text to black and remove all brackets.