**Name**

**000.000.000**

**E-mail** **Address
LinkedIn URL (optional)**

**Position Applying For**

***Qualifications***

* Number of years of relevant work experience as requested in the preferred requirements.
* Specific accomplishments that demonstrate/prove your professional value to the company.
* Education, training or certifications relevant to the specific job.

***Experience***

*(Work History: FT/PT/Temp/Intern/Volunteer; if relevant not to go beyond 15 years)*

**Job Title**, Company name, City, State, Dates (Month/Year – Month/Year)

* Describe what you did while at this job.
* Begin each sentence with a past tense **action** word (unless currently working in this position) and be as specific as possible.
* Describe why what you did while on this job mattered.
* Bullet each of these accomplishments.

**Job Title**, Company name, City, State, Dates (Month/Year – Month/Year)

* Describe what you did while at this job.
* Begin each sentence with a past tense **action** word and be as specific as possible.
* Describe why what you did while on this job mattered.
* Bullet each of these accomplishments.

**Job Title** (Volunteer), Company name, City, State, Dates (Month/Year – Month/Year)

* Describe what you did while at this job, as well as the organization’s mission.
* Begin each sentence with a past tense **action** word and be as specific as possible.
* Describe why what you did while on this job mattered.
* Bullet each of these accomplishments.

***Certifications***

Certifications or trainings relevant to the specific job

***Education***

**Degree or Certificate,** Name of Institution, City, State and Year (if within the last 10 years)