**Your Name**

(000) 000-0000

your.email@email.com

(Customized LinkedIn URL Optional)

**Title of Job for which you are Applying**

Strong, brief opening summary using keywords to provide the employer with the reason why *you* are the ideal candidate for the position (# of years’ experience, major accomplishment, knowledge, skills, abilities, etc.)

**Professional 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 the major tasks you performed while at this job. Begin each sentence with a past tense **action** word and be as specific as possible. (NOTE: Past tense pertains to jobs done in the past; current jobs are listed in present tense.)

***Accomplishments*** *(if applicable)*

* Describe accomplishments you achieved while at this job, i.e. why what you did at this job *mattered*.
* Use bullets for each of these accomplishments.

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**Education**

**Name of Institution** City, State Year (*If within the last 10 years*)   
*Degree or Certificate w/ Relevant Courses*