**Add Your Name Here**

City, State Zip code • phone number

Email • LinkedIn • website or portfolio if applicable (or delete)

**Headline Here – titles held *and* seeking or area of focus (e.g. - Senior Engineer / Content Development)**

Include an executive summary here. This will often include your years of experience in industry, and overall reputation for your work – write 3 – 4 sentences that show high-level experience. This will act as a preview of what is to come in your resume and should be tailored to what you are seeking. If you could write a few sentences that encapsulate your career, what would you write? That is how you can develop your summary.

**— Areas of Expertise —**

|  |  |  |
| --- | --- | --- |
| * Add Skill within 1 category * Add Skill within 1 category * Add Skill within 1 category * Add Skill within 1 category | * Add Skill within 2nd category * Add Skill within 2nd category * Add Skill within 2nd category * Add Skill within 2nd category | * Add Technical Skill * Add Technical Skill * Add Technical Skill * Add Technical Skill |

**Career Highlights**

*Write a sentence that describes a high-level career accomplishment*

*Write a 2nd sentence that describes a career accomplishment – this can also include awards or recognition*

*If applicable, write a 3rd sentence featuring a career accomplishment*

**Experience**

**Job Title** | Employer, City, State | month start date / year – end date / year

Write a short paragraph that explains your overall position and role. This should be 3-5 sentences and about as long as this paragraph is written right now. The first sentence should be the most important part of your role and written in APR (action + project + result) Action words should start each sentence. You can include numbers, teams you oversee, projects, partners you collaborate with to cover your overall goals of your role.

*Key Accomplishments:*

* Write a main contribution in APR–it helps to include numbers, %, any time or $ saved, goals exceeded
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**Job Title** | Employer, City, Statemonth start date / year – end date / year

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**Job Title** | Employer, City, Statemonth start date / year – end date / year

Write a short paragraph that explains your overall position and role. As you move further back in time, this paragraph can become shorter, about 2-3 sentences and about as long as this paragraph is written right now. It should be written in APR (action + project + result) to include the core responsibilities of your role.

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**Education and Credentials**

**Master of (Arts or Science) in (Area of Focus) if applicable (or delete)**

Name of University, City, State

**Bachelor of (Arts or Science) in (Area of Focus)**

Name of University, City, State

**Professional Development**

Include any additional courses taken, certificates received, trainings as well as the year you completed them