YOUR NAME

Can add job title/ program major in smaller font eg Cybersecurity/ Marketing
Phone | Email | Location (City, State, ZIP)
Online Portfolio/Professional Website (Optional)

PROFESSIONAL SUMMARY

2-3 sentences that include your years of professional experience, accomplishments, top skills and strengths as they relate to the position and what you're looking for in your next role.

Core Coursework: *(optional if no work experience or internship)*

EXPERIENCE *(3-5 bullet points each job/ focus on highlights, responsibilities, quantify when possible)*

Title **Start Date - End Date (Current)**
Company Name, Location
- (Action verb) + what you did (more detail) + reason, outcome or quantified results
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SKILLS
[Relevant skill] | [Relevant skill] | [Relevant skill] | [Relevant skill] | [Relevant skill]

EDUCATION
Degree Type, Major (if applicable) **Month/Year of Completion**
Institution Name
(this can also be at the top after the summary if you have no work experience)

CERTIFICATIONS
- **[Certification]**, [Certifying organization] - [Year earned]
- *(this can also be at the top after the summary if you have no work experience)*

AWARDS/RECOGNITIONS/VOLUNTEER WORK - (OPTIONAL)
- Award, recognition or volunteer work Date
- Award, recognition or volunteer work Date