

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	
<ul style="list-style-type: none">• (Action verb) + what you did (more detail) + reason, outcome or quantified results• (Action verb) + what you did (more detail) + reason, outcome or quantified results• (Action verb) + what you did (more detail) + reason, outcome or quantified results• (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 |