**Your Name**

City, State, Zip Code

Phone Number ▪ Email Address

LinkedIn (if you have one)

**Professional Profile**

Describe your job-related skills and expertise in a few short sentences.

**Skills Summary**

* Skill 1 •Skill 5 • Skill 9
* Skill 2 • Skill 6 • Skill 10
* Skill 3 • Skill 7 • Skill 11
* Skill 4 • Skill 8 • Skill 12

**Skills and Experience**

Name of Specific Skill or Area

* Describe an example of this skill in action during a past work experience
* Describe an example of this skill in action during a past work experience
* Describe an example of this skill in action during a past work experience

Name of Specific Skill or Area

* Describe an example of this skill in action during a past work experience
* Describe an example of this skill in action during a past work experience
* Describe an example of this skill in action during a past work experience

Name of Specific Skill or Area

* Describe an example of this skill in action during a past work experience
* Describe an example of this skill in action during a past work experience
* Describe an example of this skill in action during a past work experience

**Professional Experience**

Job Title, Company Name, City, State, Month Year—Month Year

Job Title, Company Name, City, State, Month Year—Month Year

Job Title, Company Name, City, State, Month Year—Month Year

**Education**  Name of Technical School or University, City, State

Name of Degree and Major, Honors if applicable

**Military**

Branch of Service

Title Upon Discharge, Honorable Discharge