**First and Last Name**Address Line 1   
Address Line 2   
City, State Zip Code   
Telephone Number

Email Address

**Summary:** A lead-in sentence that summarizes your background followed by 3-5 bullet points that describe your strongest skills. Let the employer know what you have to offer.

* Bullet point 1 use active keywords or phrases like led, designed, and taught in your summary.
* Bullet point 2 if you saved a former company money make sure to note it in your bullet point.
* Bullet point 3.

**SKILLS:**

* List technical or job related skills

**WORK EXPERIENCE:**

*\*\*\*List jobs in reverse chronological order (most recent job first)\*\*\**

**Employer**, City, StateStart Date – End Date

***Job Title***

* List job responsibilities or accomplishments - 3-5 bullet points

**Employer**, City, StateStart Date – End Date

***Job Title***

* List job responsibilities or accomplishments - 3-5 bullet points

**Employer**, City, StateStart Date – End Date

***Job Title***

* List job responsibilities or accomplishments - 3-5 bullet points

**EDUCATION:**

*\*\*\*List degrees obtained/schools attended in reverse chronological order (most recent first)\*\*\**

Name of School, City, State Graduation Year

Degree Name

**LICENSES AND CERTIFICATIONS:**

**PROFESSIONAL MEMBERSHIPS:**