

YN

Your Name

A dynamic [add job title] with [number of years] experience specializing in [your three to four top specialty areas]. A proven track record of [add in a key work accomplishment or two]. Skilled at [include an attribute that makes you unique or illustrates your value].

CONTACT



(123) 456-7890



email@example.com



LinkedIn | Portfolio



City, State Abbreviation zip
code

EDUCATION

- Degree Name (B.A.)

Institution Name, City, State

KEY SKILLS

- Communications
- Data analytics
- Leadership
- Microsoft OfficeSuite
- Web development

PROFESSIONAL EXPERIENCE

Current Job Title | Employer Name, City, State

- Start your bulleted list of your achievements, starting each one with an action verb (if current job, verbs should be present tense)
- Example: "Resolve billing backlog, bringing all accounts receivable up to date within two months."
- Incorporate numbers/data to quantify your achievements (i.e. "resulting in a 94% customer service rating" and "leading to a 42% growth in registrations")
- Aim for three to five bullets total

Past Job Title | Employer Name, City, State

- Follow the same tips as above, but your verbs should be past tense
- Another amazing bullet
- And one more

CERTIFICATION

- Name of Certification (NOC), Accrediting Body