**YOUR NAME**

Your desired work location (In the United States, I only use city and state)

Your phone number

Your email address

Your LinkedIn profile URL

**CAREER SUMMARY – YOUR TARGETED JOB TITLE**

This is the first thing a human will read so make it count. Insert one to two sentences as an executive overview. Ideally, this should mirror the target job title and description as closely as possible.

* Use these bullets as a Highlight Reel of your career with emphasis on the required qualifications from the targeted job title and description(s).
* Write this in the present tense

**SKILLS**

* This section is optional or can be moved to behind the Work Experience.
* Highlight skills that are relevant to the job description as well as those that make sense with your career.

**SOFTWARE PROFICIENCIES**

* This section is optional or can be moved to behind the Work Experience.
* This section can be combined with the Skills section.
* Spell out software applications and don’t just use the suite name like Microsoft Excel and Word instead of just Microsoft Office Suite.

**WORK EXPERIENCE**

**Company 1 – Location**

**Job Title**

**Month/year – current (or end date)**

* If this is your current role, write this in the present tense.
* For the end date, use the word “current.”

**Company 2 – Location**

**Job Title C**

**Month/year – Month/year**

* Write past experiences in the past tense.
* If you had multiple job titles at the same company, creating separate sections will make it easier for ATS and when uploading your resume into online systems.
* In this example, I show that there were three job titles called A, B, and C and they were all worked at Company 2.

**Company 2 – Location**

**Job Title B**

**Month/year – Month/year**

* Skills and experiences…
* Skills and experiences…

**Company 2 – Location**

**Job Title A**

**Month/year – Month/year**

* Skills and experiences…
* Skills and experiences…

**Company 3 – Location**

**Job Title**

**Month/year – current (or end date)**

* Skills and experiences…
* Skills and experiences…

**EDUCATION**

**Bachelor of Arts – Program Name**

University Name

Include any honors

Include any certifications, training, and even those that are in progress.

**PERSONAL AND PROFESSIONAL DEVELOPMENT**

* This section is optional and can be just Personal Development.
* Include any volunteer work or hobbies if they are positive, somewhat relevant, and appropriate.