**FIRST LAST** email@gmail.com

111.111.1111

linkedin.com/in/name

City, ST (optional)

**TITLE1 | TITLE2 | TITLE3**

Sentence 1: Professional identity/title + high level description of experience + industries. Sentence 2 is an overarching statement of your brand – your unique promise of delivery. Sentence 3 can be a list of soft skills or personal values that describe your personal style. Below this is a list of key skills/competencies. Optionally, for executives, it can be a list of 3-5 one-line key achievements, with numeric results.

**KEY SKILLS**

Keyword/Phrase | Keyword/Phrase | Keyword/Phrase | Keyword/Phrase | Keyword/Phrase |

Keyword/Phrase | Keyword/Phrase | Keyword/Phrase | Keyword/Phrase | Keyword/Phrase |

Keyword/Phrase | Keyword/Phrase | Keyword/Phrase | Keyword/Phrase | Keyword/Phrase |

**WORK EXPERIENCE**

**COMPANY NAME –** City, ST 20XX – Present

*Brief one-line description of company if not well known.*

**Job Title** | *20XX-Present*

Job Scope Statement (optional). Avoid words “Responsible for.” Include staff size, budget, reporting relationship, if relevant.

* Achievement - Begin with an action verb. Lead with the result or action. Use numerals if possible. Periods at the end of sentences optional as long as you’re consistent.
* Achievement - Begin with an action verb. Lead with the result or action. Use numerals if possible.
* Achievement - Begin with an action verb. Lead with the result or action. Use numerals if possible.

**Job Title** | *20XX-20XX*

Job Scope Statement (optional). Avoid words “Responsible for.” Include staff size, budget, reporting relationship, if relevant.

* Achievement - Begin with an action verb. Lead with the result or action. Use numerals if possible.
* Achievement - Begin with an action verb. Lead with the result or action. Use numerals if possible.

**Job Title** | *20XX-20XX*

* Achievement - Begin with an action verb. Lead with the result or action. Use numerals if possible.
* Achievement - Begin with an action verb. Lead with the result or action. Use numerals if possible.

**COMPANY NAME –** City, ST 20XX – 20XX

*Brief one-line description of company if not well known.*

**Job Title** | *20XX-20XX*

**Job Title** | *20XX-20XX*

**COMPANY NAME –** City, ST 20XX – 20XX

*Brief one-line description of company if not well known.*

**Job Title** | *20XX-20XX*

**EDUCATION**

**UNIVERSITY OF MICHIGAN, Ross School of Business**  20XX (date optional)

**Degree**

* Concentration in XXX (optional)
* Leadership roles; noteworthy achievements (optional)

**UNIVERSITY NAME** 20XX (date optional)

**Degree**

**OPTIONAL - ADDITIONAL, TECHNICAL SKILLS, VOLUNTEERISM**

* Additional item
* Additional item