First and Last Name

Full Street Address Phone Number

City, State ZIP Code E-Mail Address

# Your Title here: what you have experience in

Area of expertise / Area of expertise / Area of expertise

If you have experience in your career field, you want a powerful professional summary statement that illustrates your best qualifications for the position at the top of the resume. A well-crafted opening statement should convince an employer to keep reading.

* List Key Skill or accomplishment here
* List Key Skill or accomplishment here
* List Key Skill or accomplishment here

# WORK Experience

Company Name City, ST

Title of your Position Year – Year

* This section lists your work history and will tie your accomplishments and responsibilities to a specific position.
* You will want to list your employers in reverse chronological order by end date. This should not be an extensive list of duties but rather a highlight of your professional achievements and recognitions.
* Begin each duty or responsibility with an action verb such as *performed*, *provided*, *prepared*, *completed*, *handled*, and *supervised*.

**Selected Contributions:**

* This section gives you an opportunity to show specific contributions that you made in your department or organization.
* Did you improve a process or procedures? Develop trainings? Decrease spending? Increase profits?
* Show the employer how other companies have benefited from your work. Show quantitative results, improvements, or accomplishments.

Company Name City, ST

Title of your Position Year – Year

* This section lists your work history and will tie your accomplishments and responsibilities to a specific position.
* Keep your date format consistent throughout the resume.
* Periods at the end of your bullets are optional. Remember to stay consistent throughout the resume.

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Company Name City, ST

Title of your Position Year – Year

* For your present job, use present-tense verbs (e.g., *manage*, *perform*, *sell*). For your past jobs, use past-tense verbs (e.g., *managed*, *performed*, *sold*).
* Do not use pronouns when describing your duties (e.g., *I*, *we*, *me*, and *they*).
* The typical rule of thumb for resumes is to include the last 5 positions or 10 years of experience, whichever is more relevant to the position you are seeking.

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**EDUCATION**

**Full name of your degree:** End Date

Full name of your University or College City, ST

* You should include your expected graduation date here.
* Concentration
* Relevant coursework: (List relevant coursework here)