**First Name Last Name**

Street Address • City, State ZIP Code

Phone Number • Professional E-Mail Address

**PROFESSIONAL SUMMARY**

* <Enter an industry or skill set here> professional with experience <Enter a position-relevant skill set/responsibility here>, <position-relevant skill set/responsibility>, and <position-relevant skill set/responsibility>.
* Career highlights include <Enter a relevant accomplishment here> and <Enter a relevant accomplishment here>.
* Academic background focuses on <Enter relevant coursework here>and <Enter relevant coursework here>.

**RELEVANT SKILLS**

* Use this section to list off your relevant technical, academic, and experience-related skills in bullet-point format.
* They will be listed as broad terms (e.g., “Microsoft Excel,” “Personnel Training,” and “Organizational Skills”).
* The terms that you place in this section should always change according to the position you are applying to because the terminology found on that posting is likely to be the keywords that the company scans for.

**EDUCATION**

**Complete Program Title in Bold** Year Completed/Present

Colorado Technical University Colorado Springs, CO

* Anticipated completion date: mm/yyyy (if applicable)
* Specialization: include your specialization here
* GPA: Include if GPA is at or above 3.5

**PROFESSIONAL EXPERIENCE**

**Position Title** yyyy–yyyy

Company Name                                                                                City, State

* List your positions in this format, starting with your most recent at the top. Try to include positions occurring over the past 10 years.
* Use bullet points to list your responsibilities and accomplishments.
* Make sure each bullet point starts with an action verb in the appropriate tense—use the present tense (e.g., manage) for positions you currently occupy and the past tense (e.g., managed) for those that you do not.
* Try to avoid complex bullet points that take up multiple lines; have only one thought per bullet.

**Position Title** yyyy–yyyy

Company Name                                                                                City, State

* When listing your responsibilities, explain both what you did (e.g., Addressed customer questions and concerns) and the benefit it added to the company (e.g., Addressed customer questions and concerns, ensuring the highest level of service was provided).
* Try to include accomplishments, as well. Any time you received recognition from a customer, coworker, or supervisor for the way that you handled any aspect of your job, you can include it here.
* If you completed a specific project successfully, you can also include it here.
* Accomplishments are important because they help you distinguish yourself from others who may have the same skill sets as you.