**Full Name**

LinkedIn Profile ● City, State ● 000-000-0000● [professionalemail@gmail.com](mailto:professionalemail@gmail.com)

**Title of Desired Position (should match the job post)**

In three to four sentences describe your skills, experience and personality. Be sure to include some of the key words from the job post in your description. (if the post says collaborates well, put collaborates well)

**Any Required Certifications that you possess are listed here**

**Areas of Expertise (these should align with the job post)**

|  |  |  |
| --- | --- | --- |
| * skill | * skill | * skill |
| * skill * skill | * skill * skill | * skill * skill |

**Professional Experience (remember responsibilities tell, accomplishments sell)**

**Company name, state 2007-Present**

**Title of position**

* Begin with an action verb to describe an accomplishment
* Begin with an action verb to describe an accomplishment
* Begin with an action verb to describe an accomplishment
* Begin with an action verb to describe an accomplishment

**Company name, state 2013-2015**

**Title of position**

* Begin with an action verb to describe an accomplishment
* Begin with an action verb to describe an accomplishment
* Begin with an action verb to describe an accomplishment

**Additional Experience (anything beyond 10-15 years old)**

**Position(s) 2011-2012**

* Begin with an action verb to describe an accomplishment
* Begin with an action verb to describe an accomplishment
* Begin with an action verb to describe an accomplishment

**Education**

**Most recent listed first, including those that haven’t yet been finished.**