**FIRST LAST NAME**

City, State Zip Code | Phone Number  
 Email Address | Customized LinkedIn URL

TARGET ROLE

RELEVENT KEYWORD 1 | KEYWORD 2 | KEYWORD 3

**Professional Summary:** This is the section of your resume where you can expand on your personal brand, share your breadth of experience and expertise, and leverage action keywords to show why you are strong candidate for an opportunity. Consider a brief and punchy paragraph of approximately 3-5 sentences.

**CORE COMPETENCIES**

Keyword

Keyword

Keyword

Keyword

Keyword

Keyword

Keyword

**HIGHLIGHTS & ACHIEVEMENTS**

* A one sentence overview such as 3+ years of experience in customer service or an achievement spanning education, awards/recognition, or early career result (i.e., Achieved Sales Rookie of the Year at X company.)
* Second Highlight.
* Third Highlight.

**PROFESSIONAL EXPERIENCE**

**COMPANY NAME**, City ST Date – Present   
Company Description

**JOB TITLE**

Summarize what your responsibilities are in 2-3 sentences. Focus on job duties, knowledge, skills, and day-to-day tasks.

* **Achievement:** Show your contribution to your team and organization by displaying what you did that made a difference. For example, implemented new processes, trained peers, proactively took the lead in a project.
* **Achievement 2:**
* **Achievement 3:**
* Add additional achievements as needed. In general, stay to 3-5 bullets.

**COMPANY NAME**, City ST Date – Present   
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**EDUCATION**

**SCHOOL NAME**, City ST  
Degree Type, i.e. – Bachelor of Art (BA) in X

**ADDITIONAL HEADINGS**

Volunteer Work | Languages | Technical Skills | Certifications