Name

myemail@domain.com | LinkedIn Address (to be added later) | +1 (123) 456-7890

[Insert Headline Here]

*Subheading (if used)*

Summary goes here. It should be three to four sentences that tie your skills and accomplishments to the job you’re applying for. Make sure to maintain enough whitespace and don’t go below a 10-point font.

Skills

* Make sure you include skills you have from the posting
* 6-8 skills are about right
* Make sure to include keywords
* Think about search terms
* Make it scannable
* You can expand or reduce skills so that your resume fits on one page

Experience

**Title**  Jan. 20XX - Present

*Name of Company/Organization*

* High-Impact statements go here in bullet form
* Make sure to include specific accomplishments/skills that have concrete outcomes
* Use powerful action verbs
* Put action verbs at the beginning of your sentence

**Title** Jan. 20XX- Dec. 20XX

*Name of Company/Organization*

* Use parallel structure by using the same tense and structure in each bullet point
* You should have at least three bullet points/lines for each professional experience. This one has two bullet points, but has three total lines so that it looks like there is enough detail

Education

**Name of Credential** Jan. 20XX

*Name of School/Organization*

* This section can go before experience if it is more relevant to your job posting
* If you do put it first, you need to list specific course work/skill the same way you would in the experience section
* If you haven’t graduated yet use your anticipated graduation date

**Name of Credential** Jan. 20XX

*Name of School/Organization*

If you’re emphasizing your experience over education, you can reduce this section by listing relevant coursework/major instead of using bullet points.