|  |
| --- |
| FIRST LASTNAME |
| City, State | 123-123-4567 | Email Address | [Linkedin.com/in/customurl](http://linkedin.com) | [Personal website or social media URLs](http://twitter.com) |
| SUMMARY |
| Add a summary here. |
| PROFESSIONAL EXPERIENCE |
| MONTH YEAR – MONTH YEARTitle, Company Name, City, State* List accomplishments, not responsibilities
* Make sure they’re written in a consistent form
* Use the active voice
* Quantify results wherever possible
* Match the language from the job description

MONTH YEAR – MONTH YEARTitle, Company Name, City, State* List accomplishments, not responsibilities
* Make sure they’re written in a consistent form
* Use the active voice
* Quantify results wherever possible
* Match the language from the job description
* Add more if applicable
 |
| VOLUNTEER WORK |
| MONTH YEAR – MONTH YEARPosition, Organization, City, State |
| SKILLS |
| Productivity Tools, Web Tools, Databases, Common Software, Commercial Technologies |
| EDUCATION |
| GRAD YEARSchool Name, StateDegree Type, Major, GPA (remove If it’s not impressive)Academic Honors |