**Joe Jobscan**

Seattle, WA

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**Professional Summary**

* List a few bullet points that summarize what you have to offer.
* This could include a summary of your experience with certain tasks or roles across multiple companies.
* Mention the soft skills (communication, innovation, integrity) the recruiter or hiring manager will find most attractive for the position.

**Relevant Skills and Proficiencies**

* List hard skills that are most relevant to the position. This includes skills that weren’t used in your previous jobs but were developed on your own and are required for the position.
* Include any certifications or education you’ve received outside of your formal education at the bottom of the resume.

**Work History**

#### Company 3, Job Title, Month/Year - Present

Describe your job responsibilities with an emphasis on ones that highlight transferrable skills. Add context to the claims made in the summary section above.

#### Company 2, Job Title, Month/Year - Month/Year

Describe your job responsibilities with an emphasis on ones that highlight transferrable skills. Add context to the claims made in the summary section above.

#### Company 1, Job Title, Month/Year - Month/Year

Describe your job responsibilities with an emphasis on ones that highlight transferrable skills. Add context to the claims made in the summary section above.

**Education**

Degree, School, Years