**FIRST & LAST NAME**

Address, City, State, Zip | 555.555.5555 | hello@domain.com | www.linkedin.com/in/firstandlastname

**Branded Title**

A professional profile is your unique value proposition. This should capture your value and focuses the reader's attention on what you will bring to the employer, your skills and expertise. Employers want to learn what you will bring to their organization—not what you are looking for in your next role. This should be no more 5 sentences.

Core Competencies |Core Competencies |Core Competencies |Core Competencies | Core Competencies

Core Competencies |Core Competencies |Core Competencies |Core Competencies | Core Competencies

**Professional Experience**

Company Name, City, State Start Date – End Date

Title #1

*Use the next 2-4 sentences to cite a brief description of the business size and scope (i.e. number of employees, location, revenue, etc.)*

* Start each bullet with an action verb. Do not use first person pronouns or phrases.
* Bullet points should describe your experience in a few sentences, do not list job description responsibilities or a list of tasks.
* Keep all bullet points short and to the point. You can provide more information at the interview.
* Use Action words (Executed, Achieved, Increased) to describe what you did, these points demonstrate how you can solve problems experienced by the prospective Company.
* List your top 3 and 5 achievements per position (more can be added depending on the length of employment.

Company Name, City, State Start Date – End Date

Title #2

*Use the next 2-4 sentences to cite a brief description of the business size and scope (i.e. number of employees, location, revenue, etc.)*

* Start each bullet with an action verb. Do not use first person pronouns or phrases.
* Bullet points should describe your experience in a few sentences, do not list job description responsibilities or a list of tasks.
* Keep all bullet points short and to the point. You can provide more information at the interview.
* Use Action words (Executed, Achieved, Increased) to describe what you did, these points demonstrate how you can solve problems experienced by the prospective Company.
* List your top 3 and 5 achievements per position (more can be added depending on the length of employment.

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Company Name, City, State Start Date – End Date

Title #3

*Use the next 2-4 sentences to cite a brief description of the business size and scope (i.e. number of employees, location, revenue, etc.)*

* Start each bullet with an action verb. Do not use first person pronouns or phrases.
* Bullet points should describe your experience in a few sentences, do not list job description responsibilities or a list of tasks.
* Keep all bullet points short and to the point. You can provide more information at the interview.
* Use Action words (Executed, Achieved, Increased) to describe what you did, these points demonstrate how you can solve problems experienced by the prospective Company.
* List your top 3 and 5 achievements per position (more can be added depending on the length of employment.

**PROFESSIONAL AND COMMUNITY INVOLVEMENT**

Company Name, City State Start Date – End Date

Title #1

* List your volunteer and professional organization positions the same way as listed in the employment section.
* Outline what you achieved in bullets format.

Professional Organization, City State Start Date – End Date

Title #1

* List your volunteer and professional organization positions the same way as listed in the employment section.
* Outline what you achieved in bullets format.

**Education**

**Degree**

University Name, City, State | Major | Completion or expected completion year

**Degree**

University Name, City, State| Major | Completion or expected completion year

**CERTIFICATIONS and PROFESSIONAL TRAINING**

Certification/Training Date obtained

Issuing organization of certification/training

* This should be separate from the education section
* Ensure any conferences and training seminars listed are relevant to advancing your career.

**[Consider the removal of selections such as certifications or Professional training; change headers to add additional career history.]**