**[first and last name]**

[phone number] • [city, state and zip] • [email address] • [LinkedIn URL]

**[JOB TITLE YOU’RE SEEKING]**

**[KEY SKILL 1] | [KEY SKILL 2] | [KEY SKILL 3]**

[This is your professional summary]

**WORK EXPERIENCE**

**[Company name here]** - *[city], [state]* [dates worked in position]

**[POSITION TITLE]**

[Explain in one or two sentences the position at a glance or your main responsibilities.]

**[Company name here**] - *[city], [state]* [dates worked in position]

**[POSITION TITLE]**

[Explain in one or two sentences the position at a glance or your main responsibilities.]

**[Company name here**] - *[city], [state]* [dates worked in position]

**[POSITION TITLE]**

[Explain in one or two sentences the position at a glance or your main responsibilities.]

**EDUCATION**

**[Name of School]** - *[city], [state]*

[Type of Degree Earned] – [Field of Study], [Date Earned]

**PROFESSIONAL SKILLS**

**VOLUNTEER EXPERIENCE**

**[Organization name here]** - *[city], [state]* [dates volunteered here]

**[Type of organization here]**

**[Organization name here]** - *[city], [state]* [dates volunteered here]

**[Type of organization here]**

**AWARDS AND HONORS**

**[Award name here]** - *[city], [state]* [date award was received here]

**[Award name here]** - *[city], [state]* [date award was received here]

**PROFESSIONAL MEMBERSHIPS**