First Name Last Name

Address · Phone

**Email – LinkedIn/Other Professional Profile – Twitter/Blog/Portfolio**

A career objective goes here. An objective is best when you do not have much experience. Keep it short, no more than two-three sentences, and match your verbs and technical terms to the job description.

**Qualifications**

* These can be specific qualifications and certifications
* List all from most to least relevant
* Use exact terminology from the position description

**Skills**

* These can be more “on the job” knowledge or practices - think topics
* You can include job titles if relevant or listed in the position description
* Remember to match terms from the position description exactly when able

**Category #1:** Explain how you have mastered and/or used this skill. Two-three sentences max., but be as specific as possible.

**Category #2:** Explain how you have mastered and/or used this skill. Two-three sentences max.

**Category #3:** Explain how you have mastered and/or used this skill. Two-three sentences max.

**Employment**

 POSITION TITLE, Month Year – Month Year, Employer, Location

 POSITION TITLE, Month Year – Month Year, Employer, Location

 POSITION TITLE, Month Year – Month Year, Employer, Location

**Education**

 DEGREE, School, Year of Graduation

* Include any relevant coursework, classes, or extracurricular activities

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