**Your Name**

Address

City, STATE Zip

Phone Number

Email address

|  |  |  |
| --- | --- | --- |
| **PROFESSIONAL EXPERIENCE** | **Company Name**, City, STATE  Position Title, Month Year – Present   * List Accomplishment/Achievement; quantify and illustrate scale/scope * List Accomplishment/Achievement; quantify and illustrate scale/scope * List Accomplishment/Achievement; quantify and illustrate scale/scope * List Accomplishment/Achievement; quantify and illustrate scale/scope * List Accomplishment/Achievement; quantify and illustrate scale/scope * List Accomplishment/Achievement; quantify and illustrate scale/scope | |
|  | **Company Name**, City, STATE  Position Title, Month Year – Present   * List Accomplishment/Achievement; quantify and illustrate scale/scope * List Accomplishment/Achievement; quantify and illustrate scale/scope * List Accomplishment/Achievement; quantify and illustrate scale/scope | |
|  | **Company Name**, City, STATE  Position Title, Month Year – Present   * List Accomplishment/Achievement; quantify and illustrate scale/scope * List Accomplishment/Achievement; quantify and illustrate scale/scope | |
|  | **Company Name**, City, STATE  Position Title, Month Year – Present   * List Accomplishment/Achievement; quantify and illustrate scale/scope | |
| **EDUCATION** | **School Name**, City, STATE  Degree in Subject, Year Graduated  Minor in Subject   * List Positions held in Student Associations, Awards Won, Deans List, etc. * List Positions held in Student Associations, Awards Won, Deans List, etc. | |
| **TECHNICAL SKILLS** | * Enter one per line * Enter one per line * Enter one per line | * Enter one per line * Enter one per line * Enter one per line |
| **LICENSURE** | * List Certifications, Licenses (e.g.; Series 7 for Finance, DEA License for Nurses, etc) | |
| **ADDITIONAL SKILLS** | * List Foreign Languages * List Software/Hardware | |