|  |
| --- |
| First Name Last NameAddress · PhoneEmail · LinkedIn Profile · Twitter/Blog/Portfolio |
| A career objective or summary goes here. An objective is best when you do not have much experience; a summary is better when you do. Keep it short, no more than two sentences, and match your verbs and technical terms to the job description. |

# Skills

|  |  |
| --- | --- |
| * These tend to be technical, “hard skills”
* When able, focus on this type
* Include certifications
 | * If you include soft skills, use the job’s exact terminology
* Use the verb = result formula for both hard and soft skills when able
 |

# Experience

|  |
| --- |
| Dates From – ToJob Title, Company, CityUse short, direct sentences.Like the skills, try to use verb = result formula.Use terminology that matches the job ad description. |
| Dates From – ToJob Title, Company, CityUse short, direct sentences.Like the skills, try to use verb = result formula.Use terminology that matches the job ad description.Dates From – ToJob Title, Company, CityUse short, direct sentences.Like the skills, try to use verb = result formula.Use terminology that matches the job ad description.Dates From – ToJob Title, Company, CityUse short, direct sentences.Like the skills, try to use verb = result formula.Use terminology that matches the job ad description. |

# Education

|  |
| --- |
| Month YearDegree Title, School, cityGraduation Date:GPA:Relevant Coursework: |
| Month YearDegree Title, School, CityGraduation Date:GPA:Relevant Coursework: |

# Activities

|  |
| --- |
| Month YearActivity, cityDescription |
| Month YearActivity, CITYDescription |