

Jane Doe
Your Street Address
City, State, Zip Code
Phone Number
Email Address
LinkedIn or Personal Website URL

Professional Summary

Identify the employer **Job Title** and a personal tag line that aligns you with the position. From there, summarize the top 3 skills and qualifications you offer to the position

Skills and Qualifications

- Fourth top skill or qualification that matches the employer job requirements
- Fifth top skill or qualification that matches the employer job requirements
- Sixth top skill or qualification that matches the employer job requirements
- Additional skills or qualifications as needed based on the job requirements

Key Accomplishments

- Top key accomplishment related to the job you are interested in (preferably with numbers to quantify results of your efforts)

Work History

Name of Company	Month/Year to Month/Year
Title of Position	City, State
<ul style="list-style-type: none">• Includes duties and keywords relevant to the position being applied for (this may include additional accomplishment statements with numbers to quantify results)• Additional job duties related to the position to which you're applying	

Education and Training

School or College	Type of Degree	City, State
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Military Experience (If applicable)

Branch of Service	Honorable Discharge	Veterans Preference
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