|  |
| --- |
| First Name Last Name  Address · Phone  Email · 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 |

# Education

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| --- |
| Month YearDegree Title, School, city Graduation Date:  GPA:  Relevant Coursework: |
| Month YearDegree Title, School, City Graduation Date:  GPA:  Relevant Coursework: |

# Experience

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

# Activities

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| --- |
| Month YearActivity, city Description |
| Month YearActivity, CITY Description |