Name

12-34 1st Street

Queens, New York 11111

(718) 123-0000

Profile

A brief, well-written statement that conveys that you have to offer to a potential employer

It answers the question, “What can this candidate do for me?”

Skills

Self-Management Skills

Transferable Skills

Job Related Skills

Professional Experience

Company Name / City, State date started-date ended

Job Title

Job duty- include the most important basic job responsibilities

Job duty- focus on special projects, duties, tasks

Job duty- list any above and beyond accomplishments/promotions

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Education

Name of School/Institution / City, State date graduated

Name of Degree Earned

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