**Full Name**

City, State Zip | phone number | email address

LinkedIn profile

**PROFESSIONAL EXPERIENCE**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Most Recent Job**, City, State

Your Title (MM/YYYY)-(Present)

In this section, you will describe your experience in this position. However, don’t just list your responsibili­ties, use keywords that are relevant for the position to which you are applying. As much as possible, com­municate the value you contributed to your team or company. Frame your accomplishments in measurable results as much as possible. For example, “decreased product development timeline by 20%,” improved quality assurance scores by 33%,” “decreased costs of a multi-million project by 15%.”

**Job Before**, City, State

Your Title (MM/YYYY)-(MM/YYYY)

Keep your sentences short and to the point. Don’t detail every aspect of this position, rather focus on the areas of responsibilities or accomplishments pertinent to the new job.

**Job Before**, City, State

Your Title (MM/YYYY)-(MM/YYYY)

If you made transitions in your career, describe how the skills acquired or accomplishments in this posi­tion relate to the new position.

**Job Before,** City, State

Your Title (MM/YYYY)-(MM/YYYY)

If you made transitions in your career, describe how the skills acquired or accomplishments in this posi­tion relate to the new position.

**EDUCATION, AFFILIATIONS & CERTIFICATIONS**

­­­­­­­­­­­­­­­­­­­**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Degree, Graduation Year (YYYY)

College Name, Location

Amazing Certification 1

Amazing Certification 2

Member: Relevant Industry Association

Member: Relevant Industry Association

**TECHNICAL SKILLS**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Programs: Relevant computer programs here

Standards: Relevant standards you are familiar with here

Languages: If relevant to the position, computer languages in which you are skilled and proficient

**SOFT SKILLS**

Soft skills are important for success on technical teams. Some say that strong soft skills are even more important than technical skills. List your areas of strength here. Some of the top soft skills employers look for include communication, teamwork, adaptability, perseverance, problem-solving, creativity, work ethic, interpersonal skills, time management, and leadership.