**Full Name**

City, State Zip | phone number | email address

LinkedIn profile

Include a strong summary that calls attention to your accomplishments, highlights your skills, communi­cates the types of companies you have worked for, what you enjoy most about your career, any areas of specialization you might have, and areas of particular interest. This is a great place to call attention to appropriate soft skills. If possible, use the job title within the job description in your resume.

**SKILLS AND ACCOMPLISHMENTS**

● 1st Skill Area (eg: IoT Device Electrical Engineering): Skill 1 | Skill 2 | Skill 3 ...

● 2nd Skill Area: Skill 1 | Skill 2 | Skill 3 | Skill 4 | Skill 5…

● 3rd Skill Area: Skill 1 | Skill 2 | Skill 3 | Skill 4 …

● 1st Accomplishment: Use to-the-point action language and quantify outcome wherever possible.

Example - Sped Market Delivery: Reduced product development timeline by 20% which

facilitated revenue generation 43 days faster.

● 2nd Accomplishment:

● 3rd Accomplishment:

**PROFESSIONAL EXPERIENCE**

**Most Recent Company**, 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%.”

**Company Before**, City, State

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

Since many of your skills and accomplishments are featured at the beginning of the resume, you might be able to include a bit less detail for each position.

**Company 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.

**Company Before,** City, State

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

If this is a position without much relevance to the position you are seeking, keep the description very brief. Or, you can consider leaving it off your resume, particularly if more than 15 years ago.

**EDUCATION, AFFILIATIONS & CERTIFICATIONS**

Degree, Graduation Year (YYYY)

College Name, Location

Amazing Certification 1

Amazing Certification 2

Member: Relevant Industry Association

Member: Relevant Industry Association