**Your Name**

City, ST Zip | (444) 111 – 9999 | yourname@email.com | Linkedin URL

**Functional Tagline | Functional Tagline | Functional Tagline**

# Professional Summary

This should be a high-level overview of expertise as it relates to the job description. [Target title] [what is the ultimate result you provide OR main problem you solve] [for what type of organization].[2-3 sentences highlighting why you’re qualified for this position - what does your dream employer care about or want to know?].

# Competencies

Capture skills here | Include | Them | From the | Job Description

# Career Achievement

* Capture an achievement by concisely highlighting an outcome, recognition, award in a way that is quantifiable
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# Professional Experience

**Job Title Month Year – Month Year**

Name of Organization | City, ST

* Concisely list the scope of this entry
* Use area words, buzzwords, industry language and keywords from the job description
* Be sure to incorporate data, metrics and outcomes when possible
* Use the job description to highlight key projects, accomplishments and skills

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# Education

**Name of Degree Month Year**

Name of Institution | City, ST

*Major, Concentration or Program: Name of Program*

# Professional Organizations, Community Involvement, Leadership

**Role |** Organization