**Your Name**

City, ST Zip | (111) 222 – 3333 | yourname@email.com

**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?].

# Areas of Expertise

|  |  |
| --- | --- |
| * Insert 8 skills that are specific to the job description * Insert 8 skills that are specific to the job description * Insert 8 skills that are specific to the job description * Insert 8 skills that are specific to the job description | * Insert 8 skills that are specific to the job description * Insert 8 skills that are specific to the job description * Insert 8 skills that are specific to the job description * Insert 8 skills that are specific to the job description |

# Functional Work Experience

**Functional Area/Competency/Project**

*Name of Organization(s) where you’ve used this functional area*

* Concisely list the scope of this functional area
* Use area words, buzzwords, industry language and keywords from the job description
* Be sure to incorporate data, metrics and outcomes when possible
* Using a functional area is a way to pull out transferable skills from past jobs to the targeted job you’re interested in

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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, Skills

**Role |** Organization