**Your Name**

City, State Zip | personal mobile | first&lastname@gmail.com | linkedin.com/in/your-name-here

**Resume Title**

**CAREER SUMMARY**

Add a resume summary that highlights your work, the types of companies you’ve worked with, and why you’re great at your job. A summary should be very short and to the point, but you can go a little long in the functional resume format. Consider including experience levels, specializations, or areas of interest. Ensure that your summary perfectly aligns with what is asked for in the JD.

**SKILLS AND STRENGTHS**

**Sales Skill**

- List your most relevant hard skills, soft skills, and experience for this job.

- Mention the skill then briefly add some context to it.

**Technical Skills**

- List your hard skill

- Certified crane operator with 3+ years of experience and a perfect safety record

**Soft Skill**

- List your soft skills

**-** Completed deadlines on overlapping projects in fast-paced agency environment, with the ability to

manage time & priorities.

**PROFESSIONAL ACCOMPLISHMENTS**

* [Action verb] + [brief explanation of accomplishment] resulting in [quantifiable outcome.)
* Accomplishment 2
* Accomplishment 3
* Accomplishment 4

**WORK HISTORY**

**Current Company**, Job Title*,* City, (MM/YYYY)-Present

**Previous Company 3**, Job Title*,* City, (MM/YYYY)-(MM/YYYY)

**Previous 2**, Job Title*,* City, (MM/YYYY)-(MM/YYYY)

**Previous 1**, Job Title*,* City, (MM/YYYY)-(MM/YYYY)

**EDUCATION**

Degree, Graduation Year (YYYY), College Name, Location