**Your Name**

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

Add a strong resume summary here that highlights what it is you do, the types of companies you’ve worked with, and why you’re great at your job. Include experience, specializations, areas of interest, etc.

**SKILLS AND ACCOMPLISHMENTS**

* HARD SKILL (e.g.: Software Engineering or Data Analyst, etc)
* SOFT SKILL: (e.g.: Collaborative or Dedicated, etc)
* ACCOMPLISHMENT 1: [Action verb] + [brief explanation of accomplishment] resulting in [quantifiable outcome.]
* ACCOMPLISHMENT 2:

**WORK EXPERIENCE**

JOB TITLE | Current Company, Location (MM/YYYY) – Present

* This is where you write about your experience.
* Do not simply list your day-to-day job duties.
* Use [resume keywords](https://www.jobscan.co/blog/top-resume-keywords-boost-resume/?utm_medium=referral&utm_source=resume-templates&utm_campaign=ats-templates&utm_content=internal-link) that are most relevant to the job for which you’re applying.

JOB TITLE | Previous Company 2, Location (MM/YYYY) – (MM/YYYY)

* Since this hybrid format, you can write a little less in your experience section.
* Keep your sentences short and to the point.
* Tailor your resume to the job description.

JOB TITLE | Previous Company 1, Location (MM/YYYY) – (MM/YYYY)

* If the job title is not relevant to the job you are applying its fine to omit job title.
* It’s not necessary to have same amount of information in each job section.

**EDUCATION**

DEGREE | College Name, Location Graduation Year (YYYY)