Your Name

Target Job Title

City, ST | (000) 000-0000 | name@email.com | portfolio or LinkedIn URL

Summary

Two sentences: your role, years of experience, and the kind of problem you solve. Add one result with a number.

Skills

- Group 1: 3-5 skills that appear in the job description
- Group 2: tools or software you use every week
- Group 3: methods, certifications, or languages

Experience

Job Title, Company

City, ST | Mon YYYY - Present

- Start with a verb, then say what changed because of your work.
- Add a number: time saved, revenue, cost, volume, accuracy, or scale.
- Keep each bullet to one or two lines.

Job Title, Company

City, ST | Mon YYYY - Mon YYYY

- Most relevant achievement for the job you want.
- Second achievement, with a number.

Education

Degree, Major, School

City, ST | Mon YYYY

Optional: honors, relevant coursework, or a capstone project.

Projects

Project name: One line on what you built and the result.

Certifications and awards

- Certification or award (Year)