

# First Name Last Name

Phone Number | Professional Email Address

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## Summary of Qualifications

- A few bullet points listing the most relevant hard skills and soft skills related to the position you're applying for.
  - You can use the "[Action Verbs for Resumes](#)" and "[Career Competency Skills](#)" Reference Guides for ideas.
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## Education

Degree

School, City & State

Year or Expected Year of Graduation

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## Professional Accomplishments

Major Skill 1 (Example: Management)

- More detail of the skill and how it relates to the job application.
- Examples of projects or situations that utilized this skill.

Major Skill 2 (Example: Leadership)

- More detail of the skill and how it relates to the job application.
- Examples of projects, measureable results, and accomplishments.

Major Skill 3 (Example: Customer Service)

- More detail of the skill and how it relates to the job application.
  - Measureable results and accomplishments that back up your ability.
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## Work Experience

Position 1, Company, *City & State*

*Month Year – Month Year (or Present)*

- Briefly describe your responsibilities and accomplishments in 2- 3 bullets points.
- Briefly describe your responsibilities and accomplishments in 2- 3 bullets points.

Position 2, Company, *City & State*

*Month Year – Month Year*

- Briefly describe your responsibilities and accomplishments in 2- 3 bullets points.
- Briefly describe your responsibilities and accomplishments in 2- 3 bullets points.

Position 3, Company, *City & State*

*Month Year – Month Year*

- Briefly describe your responsibilities and accomplishments in 2- 3 bullets points.
- Briefly describe your responsibilities and accomplishments in 2- 3 bullets points.