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| EXPERIENCE | PROFILE |
| Position (Jun 2022 - Current)  Company - Company City, Company State   * List your most recent (current) role first. * Include your key duties and some accomplishment(s) in 3-4 bullet points * Use “keywords” appearing in the job ad to describe your duties. * Write in present tense if you are still employed.   Position (Feb 2018 - May 2022)  Company - Company City, Company State   * Write in the past tense to describe your main line of work. * Use strong verbs to communicate your duties and responsibilities with impact. * Include a quantifiable accomplishment (e.g. Created a marketing campaign with led to a 25% YoY increase in sales)   Position (May 2010 - Feb 2018)  Company - Company City, Company State   * Write in “first-person assumed” to make your bullet points shorter. * Use “power words” such as descriptive adjectives and strong verbs to better describe yourself. * If you have changed careers, highlight your transferable skills — competencies that are relevant to the desired role. | Write 2-4 short sentences, summarizing your qualifications, core competencies, and most in-demand skills. If you are an entry-level candidate, use the last sentence to express your career goals or role expectations. If you’re an experienced applicant, mention some of your “bragging rights” — a recent achievement, industry accolade, certification, etc.  Check our post for resume & CV summary examples. |
| SKILLS |
| * Check the “Candidate Requirements” section of the job ad * Highlight overlapping skills – hard, soft, and technical * Feature some of them in this section and include the rest in your CV copy * Only highlight skills that are relevant to the job   Read how to list your core competencies on a resume. |
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| EDUCATION |  |
| Degree: Field of Your Studies  School Name | The School Location (City And State)  Graduation Date |  |
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