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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. |
|  |  |
| EDUCATION |  |
| Degree: Field of Your StudiesSchool Name | The School Location (City And State)Graduation Date  |  |
|  |  |

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