|  |  |
| --- | --- |
| YourNameServer | Your Name[Street Address][City][Zip code][Contact number][Email Address] |
| **Summary**Skills | [Briefly talk about your background, experience, and what you hope to achieve in the role you’re applying for].horizontal line* [ Competency 1]
* [ Competency 2]
 |
| **Experience** | horizontal lineBusiness Name / Job TitleMonth 20XX - Present, LocationBusiness Name / Job TitleMonth 20XX - Month 20XX, LocationBusiness Name / Job TitleMonth 20XX - Month 20XX, Location |
| Education | horizontal lineSchool or Institution Name / QualificationMonth 20XX - Month 20XX, LocationSchool or Institution Name / QualificationMonth 20XX - Month 20XX, Locationhorizontal line |
| Certificates | Institution Name / Certificate NameMonth 20XX, Location |
| Achievements | horizontal line[List all your achievements of merit or excellence by date]. |