[Your Full Name]

[Your current job title, if applicable]

[Your contact number] | [Your professional email address] | [Your LinkedIn profile/website]

**Career Summary or Resume Objective**

[Write your career summary or resume objective.

A career summary is an overview of all your skills and work experience and is best used by experienced candidates. Resume objectives emphasize what you want to achieve in your career and may be used by new graduates or those transferring to a different career.]

**Skills**

[Bulleted list of all your key skills, relevant to the position you are applying for. Limit the list to between 5 and 10 skills. Include both hard skills (skills that can be learned and measured) and soft skills (individual characteristics that are learned through experience and interaction with others)]

**Experience**

(Include the most current position first)

[Date of employment with year/month – year/month]

[Position Title]

[Company Name and location]

[Include 2-4 bullet points with all your responsibilities and accomplishments]

[Date of employment with year/month – year/month]

[Position Title]

[Company Name and location]

[Include 2-4 bullet points with all your responsibilities and accomplishments]

**Education**

[Name of the educational institution | Location (year started – year ended)]

[Name of degree as well as majors/another relevant certificate]

[Any special achievements or awards obtained]

[Name of the educational institution | Location (year started – year ended)]

[Name of degree as well as majors/another relevant certificate]

[Any special achievements or awards obtained]

[Name of the educational institution | Location (year started – year ended)]

[Name of degree as well as majors/another relevant certificate]

[Any special achievements or awards obtained]

**Awards or Achievements**

[List any awards or achievements, with their dates in brackets]

NB: Remember to remove the header and footer before submitting your resume.