**[First and Last name]**

[Email address] | [Contact number] | [website/LinkedIn account]

**CAREER SUMMARY OR OBJECTIVE**

[Insert a summary of your skills and work experience. For a career objective, insert details about what you want to achieve in your career.]

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**EXPERIENCE**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**[Company Name] [Employment dates]**

[Position title]

* [3-5 bullet points, outlining your responsibilities and accomplishments]

**[Company Name] [Employment dates]**

[Position title 2]

* [3-5 bullet points, outlining your responsibilities and accomplishments]

**EDUCATION**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**[School or institution name] [Year started/ended]**

[Degree name or relevant certificate] [location]

* [List any special achievements or awards]

**[School or institution name 2] [Year started/ended]**

[Degree name or relevant certificate 2] [location]

* [Note: your education section can be shorter than this.]
* [Only put education if it adds to the value of your job application.]

**OTHER**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* **Languages:** [Native, secondary, intermediate]
* **Certifications:** [list noteworthy certifications relevant to the position.]
* **Technical Skills:** [list skills relevant to the position.]
* **Awards:** [Use this point to describe projects or awards relevant to the job application.]