Full Name

City, State | Phone

website@website.com | LinkedIn.com

**Professional Summary**

Write two to three sentences describing your skills or attributes. Begin every sentence with an adjective describing the noun that represents the skill or attribute you are showcasing. Example: Proficient in Adobe Creative Suite.

**Work History**

JOB TITLE – 01/2025 to 01-2025

Company, City, State

* Begin every sentence with a past tense verb (e.g., analyzed, designed, developed).
* Job duties or accomplishments with metrics sentence.
* Job duties or accomplishments with metrics sentence.

JOB TITLE – 01/2025 to 01-2025

Company, City, State

* Begin every sentence with a past tense verb (e.g., analyzed, designed, developed).
* Job duties or accomplishments with metrics sentence.
* Job duties or accomplishments with metrics sentence.

**Skills**

* Begin sentence with an adjective describing a skill. Use both hard and soft skills.
* Proficient in Adobe Creative Suite.
* Expert in front end web development.
* Effective written and verbal communications.

**Education**

University, City, State, Degree, Major – Year