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| NAME  City, State Zip ▪ Phone: (123) 123-4567 ▪ E-Mail: email@email.com ▪ website@website.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. Use both hard and soft skills. |
| WORK HISTORY | |
|  | JOB TITLE – 01/2025 to 01-2025  Company, City, State   * Begin every sentence with a past tense verb. * Job duties or accomplishments with metrics sentence. * 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. * Job duties or accomplishments with metrics sentence. * 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 | |
| 2025 | University, City, State, Degree, Major |