

YOUR NAME

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PROFESSIONAL SUMMARY

[Job title] with [N] years in [industry], skilled in [skill 1], [skill 2] and [skill 3]. [Your best result, with a number.] [What you want next, in one short clause.]

SKILLS

Core: [the skills the jobs you want ask for, spelled the way their postings spell them]

Tools: [software, platforms and systems you use at work]

WORK EXPERIENCE

[Job title], [Company], [City] [Month Year] – Present

- [Result first: what changed because of you, with a number, then how you did it.]
- [What you own end to end: the process, product, accounts or team, and its size.]
- [A second result with a number: time, money, volume, quality or people.]
- [Something you started or improved that was not in your job description.]

[Earlier job title], [Company], [City] [Month Year – Month Year]

- [The result this role is remembered for, with a number.]
- [What you owned, and how big it was.]

[First role], [Company], [City] [Month Year – Month Year]

- [One line: the role, and its best result. Roles older than ten years can go.]

EDUCATION

[Degree, branch], [College, City] [Year]

CERTIFICATIONS

- [Certification, issuer, year: only ones that matter for the jobs you want.]