**FIRSTNAME LASTNAME**

Telephone number **|** email | LinkedIn/Website URL *(optional)*

**SUMMARY** (optional)

A summary should be 3-5 lines in length, quantifies your relevant experience, and shows its value to the target position. You may showcase your education, certifications, experience, and key skills. The summary should be tailored to the targeted positions through keywords from the job description.

**EXPERIENCE**

**Employer,** City, State

*Job Title* Dates

**Employer,** City, State

*Job Title* Dates

**Employer,** City, State

*Job Title* Dates

**Employer**, City, State

*Job Title* Dates

*

**EDUCATION**

***If You Have an Advance Degree***

**University Name, Location**

Degree in XX Graduation Month, Year

**Yale University,** New Haven, CT

*BA/BS in XX* Graduation Month,Year

*Awards:* (optional)

**PROFESSIONAL SKILLS**

* Job Function Specific *Skills*
* *Computer Skills:* (optional)

**ADDITIONAL INFORMATION**