**FIRSTNAME LASTNAME**

New Haven, Connecticut | (555) 555-5555 **|** jane.bulldog@yale.edu | 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. See one example below:

Bachelor of Arts degree candidate, with a major in Economics, and experience developing and analyzing cost models, providing quality assurance reviews, and creating process solutions to improve financial forecasts for clients. Looking to continue the development of risk management, audit, and compliance skills in a team-centered environment.

**EDUCATION**

**Yale University,** New Haven, CTExpected Graduation Month, Year

*BA/BS in XX*

*Relevant Coursework:* (optional)

*Awards:* (optional)

**High School Name,** City, State Graduation Year

*Awards:* (optional)

**PROFESSIONAL EXPERIENCE**

**Employer,** *Your Title*, City, State Dates

**Employer,** City, State Dates

*Job Title* (dates)

**Employer,** *Your Title*, City, State Dates

*

**Employer,** *Your Title*, City, State Dates

*

**SKILLS**

* *Computer Skills:* (optional)
* *Language Skills:* (optional – include levels of proficiency)