Name Surname

012 345 6789 | yourname@gmail.com | LinkedIn | Website

PROFESSIONAL SUMMARY

Your professional summary is your elevator pitch. This is a concise and compelling 2- 3 sentence overview of your experience, expertise, personality, and standout features, tailored to the role. It's designed to give the hiring manager all the information they need to want to keep reading.

EDUCATION

Degree **Year Completed**
Institution Location

Degree **Year Completed**
Institution Location

WORK EXPERIENCE

Position Title **Mmm YYYY – Present**
Employer Location

- List your jobs in reverse chronological order, focus on the last 5-10 years or the last 3-4 roles
- Aim for 3-5 bullets per role and start with action verbs to describe your responsibilities and achievements
- For your current job, use present continuous tense, for previous roles, use past tense
- Quantify your accomplishments where possible to give concrete evidence of your impact

Position Title **Mmm YYYY – Mmm YYYY**
Employer Location

- There are several ways to quantify your achievements, for example:
  - Numbers: Sales increases, cost reductions, lead generation
  - Software Proficiency: Tools and platforms you've mastered (e.g., Salesforce, Adobe, Microsoft Excel)
  - Methodologies: Approaches or frameworks you've used (e.g., Agile, Sigma)

Position Title **Mmm YYYY – Mmm YYYY**
Employer Location

- Processes Improved: Steps or workflows you've optimized
- Teams Managed: Number of team members you've led or coordinated
- Projects Completed: Types and number of projects you've delivered
- Timelines: Duration of projects, time taken to achieve goals, or deadlines met

PROJECTS

Project Title | Skills Used **Mmm YYYY – Mmm YYYY**

- Summarize the project, focusing on the problem solved, your approach, and the outcome achieved
- Detail your role in the project, emphasizing key responsibilities and significant contributions you made
- Highlight outcomes like increased efficiency or user engagement, providing specific numbers where applicable
- Mention instances where you presented work or collaborated, showcasing communication and teamwork skills

TECHNICAL SKILLS

Languages | Python, JavaScript, Java, C/C++, SQL, Ruby, R
Frameworks | React, Django, Spring Boot, Flask, Angular, Ruby on Rails, Express.js
Developer Tools | Git, Docker, Jenkins, Visual Studio Code, PyCharm, TravisCI, Eclipse, JIRA
Libraries | Pandas, NumPy, Matplotlib, Bootstrap, TensorFlow, jQuery, Redux