[FIRST NAME LAST NAME]

[Target Job Title, copied from the job post]

[City, State] | [Phone] | [email@example.com] | [Lobox or LinkedIn profile URL]

SUMMARY

[Job title] with [X] years of experience in [2 to 3 core areas from the job post]. Known for [one specific strength backed by a result]. Looking to bring [skill or result] to [type of team or company].

SKILLS

[Hard skill 1], [Hard skill 2], [Hard skill 3], [Software or tool], [Software or tool], [Certification or method], [Language, if relevant]

WORK EXPERIENCE

[Job Title]

[Company Name] | [City, State or Remote] | [Mon YYYY] - Present

- [Action verb] + [what you did] + [result with a number, if you have one].
- [Action verb] + [a responsibility that matches a keyword in the job post].
- [Action verb] + [a project, tool or process you improved and what changed].

[Job Title]

[Company Name] | [City, State or Remote] | [Mon YYYY] - [Mon YYYY]

- [Action verb] + [what you did] + [result].
- [Action verb] + [skill from the job post, shown in real work].

EDUCATION

[Degree, Major]

[School Name] | [City, State] | [YYYY]

CERTIFICATIONS

[Certification Name], [Issuing Organization], [YYYY]

[Delete this section if you have no certifications]