

## **Name**

Phone number | email address

Linkedin Profile Link | professional website link

## **Professional Summary**

Here is where you are going to give a 3-5 sentence paragraph about who you are and what your career/job goals are.

## **Technology & Skills**

- This is a bullet pointed section
- Try to have at least 6 skills/tech
- Skills: Customer service, POS
- Tech: HTML, SQL, Microsoft Office
- Languages: Spanish (Beginner, English (Native))

## **Experience**

Position Title, Company \_\_\_\_\_ start year - end year

City, State

- Use this section to list your job duties and accomplishments.
- Try to keep this section between 3-5 sentences.
- When first creating your resume, simple bullet point every duty you did, and then go back and make them into sentences.

## **Volunteering**

Position Title, Company \_\_\_\_\_ start year - end year

City, State

- Use this section to list your job duties and accomplishments.
- Try to keep this section between 3-5 sentences.
- When first creating your resume, simple bullet point every duty you did, and then go back and make them into sentences.

## **Education**

Full degree

University

Any certificates, special awards and/or recognitions