|  |
| --- |
| Insert Your Name Here  City, State Zip Code | Phone Number | [linkedin.com/in/insert](mailto:linkedin.com/in/kristybusija)yourshere | Email address |

Headline Of Your Expertise and Professional Level

Provide an overview of what makes you unique, your strengths, what you are known for, etc. Use the Sample Resume for wording examples

|  |  |
| --- | --- |
| Competencies:   * Competency * Competency * Competency * Competency * Competency * Competency * Competency * List your competencies and capabilities * Make sure you include any words listed in job postings * Use the Sample Resume as an example and for wording options | Profile:   * Profile Item * Profile Item * Profile Item * Profile Item * Profile Item * Profile Item * Summarize your experiences in this section. How many times have you done something, etc.? Think Cliff Notes. * Use **bold typeface** to highlight **important information** * Use the Sample Resume as an example and for wording options |

Professional Experience

**Company Name** | City, State **Month Year – Present**

**Responsibility Title**

**Reason for Leaving:** *List the reason you left. Use this if there is a reason to note or if the length of service “appears” short. If not needed, delete this line.*

*1-2 sentences outlining the scope and responsibility of the role.*

* What I accomplished/outcome
* What I accomplished/outcome
* What I accomplished/outcome
* What I accomplished/outcome
* Do not list your job description responsibilities or tasks. List your outcomes and what you accomplished.
* Use **bold typeface** to highlight **important information**

**Company Name** | City, State **Month Year – Month Year**

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**Company Name** | City, State **Month Year – Month Year**

**Responsibility Title 1** (Year – Year)

**Responsibility Title 2** (Year – Year) Use this if you had progressive roles at the same company

**Reason for Leaving:** *List the reason you left. Use this if there is a reason to note or if the length of service “appears” short. If not needed, delete this line.*

*1-2 sentences outlining the scope and responsibility of the role.*

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* What I accomplished/outcome
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* What I accomplished/outcome
* Do not list your job description responsibilities or tasks. List your outcomes and what you accomplished.
* Use **bold typeface** to highlight **important information**

**Planned Career Break 2015 – 2018**

*Use this section if you had a planned career break (went back to school, family circumstances, personal circumstances etc. You do not need to go into detail, except to state the overall nature of the cae) Example: Took intentional career break to focus on personal development and growth. During this time, worked freelance jobs to augment income.*

**Volunteer Experience**

**Company Name** | City, State **Month Year – Present**

**Responsibility Title**

*1-2 sentences outlining the scope and responsibility of the role.*

**Company Name** | City, State **Month Year – Month Year**

**Responsibility Title**

*1-2 sentences outlining the scope and responsibility of the role.*

Use this section if you have volunteer experience that you want to highlight and/or if your work experience is limited.

Education & Credentials

**Degree Level, Major |** College Name, State

**Degree Level, Major |** College Name, State

**Degree Level, Major |** College Name, State – Expected Graduation Month Year *(Relevant Coursework: List the courses related to the job posting/role)*

Do not list dates on any of your education and credentials, unless it is a future date

**Certifications & Training:**

* Certification (Year)
* Certification (Year)
* Certification (Year)
* Training (Year)
* Training (Year)
* Training (Year)

**Professional Affiliations:**

* Professional Organization – Your Role
* Professional Organization – Your Role
* Professional Organization – Your Role
* Professional Organization – Your Role