

NAME
Address
Telephone Number (home)
Telephone Number (alternate – if possible)
Internet address

CAREER SUMMARY

- **4-6 bullets of your most marketable skill set**
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PROFESSIONAL EXPERIENCE

Company, City, State, **Date of employment (mm/yy)**
Job Title

- **Bullet skills, projects, and accomplishments**
- 6-8 bullets for current/most recent position
- State in present tense
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Previous Company, City, State **Date of employment (mm/yy)**
Job Title

- 4-6 bullets former positions
- State in past tense
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EDUCATION (Optional)

College, City, State
Degree, Major

TECHNICAL SKILLS (Optional)

Network/Operating:
Applications:
Languages/Software:
Databases:

CERTIFICATIONS (Optional)

Include any relevant, professional certifications

CONTINUING EDUCATION (Optional)

Include any relevant courses taken outside of college education

PROFESSIONAL (Optional)

List any relevant professional organizations or affiliation.

AWARDS (Optional)

List any awards you have received throughout your career