

# FULL NAME

Street Address • City, ST ZIP • 555-555-555 • name@email.com  
www.LinkedIn.com/in/url

## SUMMARY

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[Descriptive word] [Current Title/Aggregate Title] with [number] years of [descriptive word] experience in [big keyword], [big keyword] and [big keyword]. [Verb] with [clients, level-of employee or key experience] [result verb] [keyword]. In-depth specialized skills [verb-ing] [detailed description of top skill]. [Additional supportive details in one or two sentences.] [Close with how your personal passion aligns with job.]

## SKILLS

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- Keyword
- Keyword
- Keyword
- Keyword
- Keyword
- Keyword

## EXPERIENCE

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**Company, City, ST**  
**Full Title**

March 2017 - Present

- Use 11 point-sized fonts that are easy to read, such as Garamond, Century Schoolbook, Palatino, while avoiding sans serif fonts like Arial and Calibri which appear informal. (10 point size is acceptable if required to keep resume to one page.)
- Choose present tense verbs to describe current, on-going responsibilities.
- Responsible for the detailed analysis and promotion of past work history, including all skills relevant to the hoped-for position.
- Introduce skilled employee to future employer with short-descriptive statements.
- Selected the job I am applying for - before submitting a final resume to ensure that the skills and experience I submit closely align with the skills sought.

**Company, City, ST**  
**Full Title**

January 2015 - February 2017

- Displayed significant experience with specific details, may combine similar experiences for emphasis.
- Collaborated with # of teams at the executive-level to develop and implement the top project of note.
- Detailed recent experience more than those positions five years ago or older.

**Company, City, ST**

June 2010 - December 2014

**Most Recent Full Title** (May 2014 - December 2014)

- Evaluated specific area of a business and successfully devised a plan of action.
- Analyzed data and presented a predictive model for success.

**Second Full Title** (January 2012 - April 2014)

- Crafted job experience to show progression in responsibilities from entry level to final position.
- Used this format to illustrate multiple sequential positions, ensuring that overall date range shows stability.

**First Full Title** (June 2010 - December 2011)

- Accounted for any gaps in employment history.
- Inspired team of co-workers through upgrade/merger transitions inspiring a % increase in productivity.

## EDUCATION

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**Educational University, City, ST**

May 2010

**Bachelor of Science, in area of specialty** (Sum Cum Laude)