# Your Name

Target Job Title

City, State | (555) 555-0100 | you@email.com | linkedin.com/in/yourname

## PROFILE

Two or three lines about who you are professionally, your years of experience, your strongest skills and one result you're proud of. Tailor this to each job you apply for.

## EXPERIENCE

**Most Recent Job Title** 2023 – Present
*Company Name · City, State*

- Start with an action verb, describe the task, and finish with a measurable result
- Example: Reduced customer wait times by 25% by redesigning the booking process
- Keep each bullet to one or two lines; put your strongest results first

**Previous Job Title** 2020 – 2023
*Company Name · City, State*

- Use numbers wherever you can: people, money, time, percentages
- Mirror the keywords from the job description you are applying for

## EDUCATION

**Degree, Major** Year
*School Name · City, State*

## SKILLS

Skill one • Skill two • Skill three • Software • Language • Certification