

# FIRST LAST

City, ST Zip Code | 123.456.7890 | name@gmail.com | www.linkedin.com/in/firstlast

*Insert personal mission statement here*

## JOB TARGET: Job Title

Insert a 2-4 sentence summary statement here to communicate your personal mission, vision, and goals, and/or past achievements.

### AREAS OF EXPERTISE

Skill 1  
Skill 2

Skill 3  
Skill 4

Skill 5  
Skill 6

**"Insert here a quote from a supervisor from a previous experience that showcases your contribution and achievement to previous teams/organizations"**

*Name of Supervisor, Position, Company Name*

## PROFESSIONAL EXPERIENCE

**NAME OF THE COMPANY, CITY, ST | YEAR—CURRENT**

*Insert short company description here.*

### YOUR JOB TITLE HERE

In this space, insert 3-4 sentences that describe your duties and responsibilities. You may start with a statement that highlights your greatest achievement while working at this company.

#### Signature Achievements:

- Insert your responsibilities here with achievement statements. How did you stand out? Can you quantify?
- Start them with action verbs in either the past or present, depending on whether it's a past or present position.
- Do not exceed 1 or 2 lines.

**NAME OF THE COMPANY, CITY, ST | YEAR—YEAR**

*Insert short company description here.*

### YOUR JOB TITLE HERE (mo/year—mo/year)

In this space, insert 3-4 sentences that describe your duties and responsibilities. You may start with a statement that highlights your greatest achievement while working at this company.

#### Signature Achievements:

- Insert your responsibilities here with achievement statements. How did you stand out? Can you quantify?
- Start them with action verbs in either the past or present, depending on whether it's a past or present position.
- Do not exceed 1 or 2 lines.

**NAME OF THE COMPANY, CITY, ST | YEAR—YEAR**

*Insert short company description here.*

### YOUR JOB POSITION HERE (mo/year—mo/year)

(Job Title, continued)

In this space, insert 3-4 sentences that describe your duties and responsibilities. You may start with a statement that highlights your greatest achievement while working at this company.

**Signature Achievements:**

- Insert your responsibilities here with achievement statements. **How** did you stand out? Can you quantify?
- Start them with action verbs in either the past or present, depending on whether it's a past or present position.
- Do not exceed 1 or 2 lines.

## EDUCATION AND LICENSURE

**Bachelor of Arts/Science in (Major Here)** | University Here

**Licensure Name Here** | City, ST

**Licensure Name Here** | City, ST

## AWARDS & MEMBERSHIPS

Insert Award Name Here—describe award here | YEAR

Insert Membership Name Here—Your Role | Start YEAR— End YEAR