

The Resume Template

Your Name

Address | Telephone | Email | Optional: Professional Website/LinkedIn

Position Title

Professional Summary

Write a 3-5 sentence professional summary by listing your qualifications, skills, and strengths. Tailor this section for each position you apply to. View the job posting, determine what the employer is looking for, and customize this statement to match the position.

Key Competencies:

Identify and list key skills such as software | technical skills | methodologies | & concepts specific to the role you are applying for.

Education and Training

Certificate/Diploma/Degree Title

Month/Year Earned or Expected, School, Location

- Describe skills you have gained from relevant coursework.

Additional Training Credential

Date Earned or Expected, Issuer

Work History

Job Title - Organization Name, Location

Month Year – Month Year

- Your skill statements go here. Describe your accomplishments related to this role with specific and measurable results.

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Volunteer Experience

You can include a description of relevant activities or volunteer work you have completed.