**Name of Individual**

Address ⚫ City, State ⚫ Phone: (123) 555-5555 ⚫ [sample-email@gmail.com](mailto:sample-email@gmail.com)

**SUMMARY OF CAREER**

* SAMPLE #1
* SAMPLE #2
* SAMPLE #3

**SKILLS**

|  |  |
| --- | --- |
| * SKILL #1 * SKILL #2 * SKILL #3 * SKILL #4 * SKILL #5 | * SKILL #6 * SKILL #7 * SKILL #8 * SKILL #9 * SKILL #10 |

**AWARDS & CERTIFICATIONS**

|  |
| --- |
| **AWARD #1***,* YEAR  **AWARD #1***,* YEAR  **AWARD #1***,* YEAR  **AWARD #1***,* YEAR |

**PROFESSIONAL EXPERIENCE & EMPLOYMENT**

**ABC COmpany, CITY, STATE** – *Description of job.*

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| **Name of Individual** | Page 2 ⚫ Phone: (123) 555-5555 |

**SELECTED ACCOMPLISHMENTS**

* ACCOMPLISHMENT #1, DATE
* ACCOMPLISHMENT #2, DATE
* ACCOMPLISHMENT #3, DATE

**TECHNOLOGY SKILLS**

|  |  |
| --- | --- |
| **Software:** | EXAMPLE 1, EXAMPLE 2, EXAMPLE 3, EXAMPLE 4, EXAMPLE 5 |
| **Web/Multimedia:** | EXAMPLE 1, EXAMPLE 2, EXAMPLE 3, EXAMPLE 4, EXAMPLE 5 |

**EDUCATION**

**ABC University, Example City**

**Bachelor of \_\_\_\_\_\_\_\_\_, DATE**

* Major: \_\_\_\_\_\_\_\_
* Minor: \_\_\_\_\_\_\_\_
* Grades: \_\_\_\_\_\_\_\_

**Portfolio on Request ⚫ Available for Relocation**