**FirstName LastName**

7734 Fire Ln, Nowhere, ST 00000

800.555.1212 \* appropriateusername@provider.com

**Summary of Skills:**

* Targeted point 1 – Either created for the specific job or a group of similar jobs.
* Targeted point 2 – Either created for the specific job or a group of similar jobs.
* Targeted point 3 – Either created for the specific job or a group of similar jobs.
* Targeted point 4 – Either created for the specific job or a group of similar jobs.

**Work Experience:**

**Most Recent Company City, ST mm/yyyy – mm/yyyy**

*Position Title Of Record*

* Most important or relevant qualification, skill, award or responsibility here
* Next most important or relevant qualification, skill, award or responsibility here
* Next most important or relevant qualification, skill, award or responsibility here (no less than 3)
* Next most important or relevant qualification, skill, award or responsibility here
* Next most important or relevant qualification, skill, award or responsibility here
* Next most important or relevant qualification, skill, award or responsibility here
* Next most important or relevant qualification, skill, award or responsibility here (but no more than 7)

**Next Most Recent Company**  **City, ST mm/yyyy – mm/yyyy**

*Position Title of Record*

* Most important or relevant qualification, skill, award or responsibility here
* Next most important or relevant qualification, skill, award or responsibility here
* Next most important or relevant qualification, skill, award or responsibility here (no less than 3)
* Next most important or relevant qualification, skill, award or responsibility here
* Next most important or relevant qualification, skill, award or responsibility here (but no more than 5)

**Next Most Recent Company**  **City, ST mm/yyyy – mm/yyyy**

*Position Title of Record*

* Most important or relevant qualification, skill, award or responsibility here
* Next most important or relevant qualification, skill, award or responsibility here
* Next most important or relevant qualification, skill, award or responsibility here (no less than 3)
* Next most important or relevant qualification, skill, award or responsibility here
* Next most important or relevant qualification, skill, award or responsibility here (but no more than 5)

**Education:**

**Name of Diploma, Bachelor’s, Master’s or other – mm/yyyy (or “In progress”)**

School or Institution Name, City, ST

**Name of Diploma, Bachelor’s, Master’s or other – mm/yyyy (or “In progress”)**

School or Institution Name, City, ST

**Software:**

All programs which are relevant to your type of work and in which you have experience, Separated by commas