[Your Name]

|  |  |
| --- | --- |
| [Telephone][Street Address], [City, ST ZIP Code] | [Email][Website] |

|  |  |
| --- | --- |
| ProfessionalProfile | [Summarize your professional background and education, as relevant to this position]* [Get any text formatting you see in this document with just a click, on the Home tab, in the Styles group. For example, this style is named List Bullet.]
* [Relevant skill 1]
* [Relevant skill 2]
* [Relevant skill 3]
 |
| ProfessionalAccomplishments | [Field or area of accomplishment]* [To replace placeholder text (such as this), just select it and begin typing. Don’t include space to the left or right of the characters in your selection.]
* [Achievement 1]
* [Achievement 2]
* [Achievement 3]
 |
| Experience | [Dates from] – [To][Job Title], [Company Name], [City, ST][Dates from] – [To][Job Title], [Company Name], [City, ST] |
| Education | [Degree][School Name][Location]**[Date]**  |
| References | [Reference Name][Title, Company][Contact Information] |