**FIRST AND LAST NAME**

123 Street Name ∙ City, State

571-222-2222 ∙ [email@gmail.com](mailto:email@gmail.com)

**PROFESSIONAL SUMMARY**

Thisreplaces the traditional objective with a more powerful statement of your career goals and what you will bring to the position you are applying for (note: a functional format will highlight your skills and abilities as opposed to the chronological order of experience).

**Example:** Retail Manager with over five years of experience resolving complex customer inquiries. Passionate about professional development, building strong customer relationships, and enhancing the customer experience.

**SUMMARY OF SKILLS AND ABILITIES**

List three to four of your skills related to the job you are applying for and that the employer should know, such as managerial experience, computer skills, customer service skills, additional written and spoken languages, etc.

**Major Skill 1** (**Example: Management**)

* More detail of the skill and how it relates to the job application.
* Examples of projects or situations that utilized this skill.
* Measurable results and accomplishments that back up your ability.

**Major Skill 2**

* More detail of the skill and how it relates to the job application.
* Examples of projects or situations that utilized this skill.
* Measurable results and accomplishments that back up your ability.

**Major Skill 3**

* More detail of the skill and how it relates to the job application.
* Examples of projects or situations that utilized this skill.
* Measurable results and accomplishments that back up your ability.

**Major Skill 4**

* More detail of the skill and how it relates to the job application.
* Examples of projects or situations that utilized this skill.
* Measurable results and accomplishments that back up your ability.

**PROFESSIONAL EXPERIENCE**

* *Job Title,* Company Name – Month Year to Month Year (or note “to Present”)
* *Job Title,* Company Name – Month Year to Month Year
* *Job Title,* Company Name – Month Year to Month Year

**EDUCATION**

*Name of Diploma/Degree Obtained*, Name of School, City, State

**Example:** *High School Diploma,* Centreville High School,Centreville, Virginia

**TRAINING (AND CERTIFICATIONS IF APPLICABLE)**

*Name of Training or Certification,*Name of Training Provider or Host Organization*,* Month Year of Completion or Date Earned

**Example:** *First Aid Certification,* American Red Cross, May 2019