

First Name Last Name
Email
Phone Number
LinkedIn

The summary of qualifications: Two to four sentences that sum up the professional abilities you want the recruiter to notice.

Skills

Create a list of skills: G Suite, HTML, Photoshop, copywriting, editing
or

Group your skills:

- Technical skills: Photoshop, HTML
- Writing skills: editing, copywriting

Experience

Job 1: Dates

Title

- Accomplishment
- Accomplishment
- Accomplishment

Job 2: Dates

Title

- Accomplishment
- Accomplishment
- Accomplishment

Job 3: Dates

Title

- Accomplishment
- Accomplishment
- Accomplishment

Education

Name of School: Dates attended (or anticipated degree date)

Degree or Major

Honors and Awards

Name of Award: Date awarded

Volunteer Experience

Name of Organization: Dates

Title and what you did