**FIRST M. LAST**

City, ST • Cell: 602.###.#### • e.mail@provider.com • www.linkedin.com/in/yourcustomurl/

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| **<PRIMARY KEYWORD PROFESSIONAL HEADLINE>** |

***Tag Line Goes here***

THIRTY-SECOND ELEVATOR PITCH marketing yourself. Never use more than 20 years when summarizing experience, so you do not seem out-of-date right from the start.   
Do not make this section of the summary exceed 4-5 lines. Remember, the reader will only take about 30-40 seconds to read it, so you want them to get the full picture!

My passion is … finishing with a statement about your professional passion may be a good last impression for the summary…

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| **KEY ACCOMPLISHMENTS** |

* Accomplishment #1
* Accomplishment #2
* Accomplishment #3
* Accomplishment #4

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| **SKILLS AND EXPERTISE** |

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| --- | --- | --- |
| * **Skill** | * **Skill** | * **Skill** |
| * **Skill** | * **Skill** | * **Skill** |
| * **Skill** | * **Skill** | * **Skill** |
| * **Skill** | * **Skill** | * **Skill** |

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| **PROFESSIONAL EXPERIENCE** |

**Formal Title of Your Position Year – Year**

NAME OF COMPANY/ORGANIZATION – City, ST

One or two (max) lines describing what the company/organization does.

* One or two (max) lines describing your position/duties.
* 2-4 bullets describing accomplishments. Should be performance/results-based, like the Key Accomplishments section.
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| **EDUCATION** |

**Degree Name (Abbreviation), Major, Second Major (if applicable)**

College/University Name, City, ST

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College/University Name, City, ST

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| **PROFESSIONAL CERTIFICATIONS** |

**Name of Certification**

Awarding Authority

**Name of Certification**

Awarding Authority

**Name of Certification**

Awarding Authority

**Name of Certification**

Awarding Authority

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| **PROFESSIONAL AFFILIATIONS** |  | **LANGUAGES** |

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| * Organization Name (ACRONYM) | * Language (Proficiency Level) |
| * Organization Name (ACRONYM) | * English (Native proficiency) |
| * Organization Name (ACRONYM) | * French (Conversational) |
| * Organization Name (ACRONYM) | * Spanish (Studied) |
| * Organization Name (ACRONYM) |  |
| * Organization Name (ACRONYM) |