**POSITION TITLE HERE**

Company, City, 2011 – Present

Use this main paragraph to give a summary of the position, what you accomplished, how you ended up there, or a short description about the company if it’s not widely known. Or, delete this paragraph and jump right into the bullets explaining your responsabilities and acchievements in the role.

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**POSITION TITLE HERE**

Company, City, 2009 – 2011

When the hiring team is reading your resume, they are looking to see how well you fit the job they are hiring for. Therefore, your resume MUST match your skills and experiences to the responsibilities and requirements of the job you are targeting, otherwise you will not even be considered.

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**EXPERIENCE**

Use this area to quickly sell yourself and prove that your awesome skills and achievements can truly help the company you’re applying to. If you have specific numbers or percentages to quantify any achievements, use them. This PROVES that you’re valuable, instead of just saying so.

/

**PROFESSIONAL PROFILE**

**youremail@mail.com**

**555.555.5555**

**Williamsburg, VT**

**Linkedin.com/in/**

**yourusername**

**EDUCATION**

MASTER’S DEGREE

Business Administration

Your University

2007 – 2009

BACHELOR OF SCIENCE

Business Management

Your University

2002 – 2006

**SKILLS**

Attention to Detail

Budgeting

Team Leadership

Project Planning

Accountability

Improving Efficiency

IT Applications

Business Systems

Risk Assessment

Resource Management

**JOB TITLE**

Name Surname

**PROFESSIONAL DEVELOPMENT**

CLASS, COURSE OR WORKSHOP HERE

Company, Location, or State / Date

MANAGEMENT SKILLS SYMPOSIUM

University of Rhode Island / 2014

TECHNOLOGICAL ADVANCES WORKSHOP

Rhode Island College / 2014

**POSITION TITLE HERE**

Company, City, 2007 - 2009

If the job you held is unrelated to the field you are applying for, list the relevant skills or experience you gained from the situation to make it apply to your future dream job.

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**POSITION TITLE HERE**

Company, City, 2004 - 2007

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**TECHNICAL SKILLS**

Microsoft Office Suite

Adobe Illustrator

Adobe InDesign

HTML

CSS

Basecamp Software

IT Systems

Asana

Trello

Wordpress

AWARD

University/Company

Date

ACHIEVEMENT

University/Company

Date

VOLUNTEER EXPERIENCE

Charity/Organization

Date

*EXPERIENCE continued*

**EXTRA**