**First and Last Name**  
City, State

Phone Number

Email Address

***PROFESSIONAL SUMMARY***

(This is a section to briefly describe skills and experience in a few sentences - **optional**)

**Example:** Dedicated individual who has extensive experience in a variety of industries. Maintains a strong work ethic and ability to get the job done right the first time. Has leadership skills and takes pride in their work. Gets along well with other coworkers and can work independently as well.

***SKILLS***

* Skills - Skills
* Skills - Skills
* Skills - Skills
* Skills - Skills

***WORK EXPERIENCE***

**Employer- Position** mm/yy-mm/yy

* List job duties
* List job duties
* List job duties
* List job duties

**Employer- Position** mm/yy-mm/yy

* List job duties
* List job duties
* List job duties
* List job duties

***EDUCATION***

**Degree –** Institution

City, State