

YOUR NAME

Email Address | Phone Number | LinkedIn Profile

TITLE OF ROLE YOU'RE APPLYING FOR

Two or three sentences outlining what you do best and how your previous professional experience connects to the role you're applying for. While this is often written in the "implied first person," which simply means dropping the first-person pronoun "I" and starting sentences with action verbs instead—for example, "Recognized for consistently creating high-performance code." However, it's also fine to write this section in the same tone and voice you would ordinarily use in a professional setting.

Wheelhouse: Competency, Competency, Competency, Competency, Competency, Competency, Competency

RELEVANT EXPERIENCE

SKILL SET

Two or three sentences describing your day-to-day responsibilities, not specific accomplishments, which you'll call out in the bullets below. As above, continue to write in the implied first person throughout this section.

- Accomplishment
- Accomplishment
- Accomplishment

SKILL SET

Note that we haven't yet clearly connected this work with any kind of timeline, so it's a good idea to call out the dates associated with each role, project or assignment early on in your description here.

- Accomplishment
- Accomplishment
- Accomplishment.

ADDITIONAL EXPERIENCE

Title/Role

Organization (Date–Date)

Provide a brief description of your work, highlighting why it's relevant to the job you're applying for. This is a great way for candidates who are early in their careers to call out experience that might otherwise be omitted from the resume—for example, serving as an undergraduate research assistant or holding a leadership role in an extracurricular organization.

EDUCATION, CERTIFICATION & TECHNICAL EXPERTISE

Education

Institution – Location
Degree, Focus Area, G.P.A. (Optional)

Certifications

Certifications

Training

Training (Ongoing or Completed)