RESUME

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CONTACT INFORMATION

Full name _____ **Target job title** _____

Email _____ **Phone** _____

City, State _____ **LinkedIn / Website** _____

PROFESSIONAL SUMMARY

3-4 sentences: years of experience, your expertise and your goal.

WORK EXPERIENCE

Start with your most recent job. Write measurable achievements, not just duties.

Job title _____

Company / City, State _____

Start - End (Month/Year) _____

Job title _____

Company / City, State _____

Start - End (Month/Year) _____

EDUCATION

Start with your most recent school.

School _____

Degree / Major _____

Start - Graduation _____

GPA (optional) _____

School _____

Degree / Major _____

Start - Graduation _____

GPA (optional) _____

SKILLS

Technical and soft skills that match the job posting.

LANGUAGES

Level: Basic / Conversational / Fluent / Native (or A1-C2).

Language _____ **Level** _____

Language _____ **Level** _____

CERTIFICATIONS AND COURSES

Name, issuer, year.

REFERENCES

Name, title, company, contact - or "Available upon request."