

CAREER SUMMARY

Summary Statement

- **Bullet #1** — a statement that introduces who you are professionally. This is your most important “who I am professionally” statement.
- **Bullet #2** — a specific strength or experience that you have that aligns directly with the specific job you’re applying for.
- **Bullet #3** — a specific strength or experience that you have that aligns directly with the specific job you’re applying for.

“If desired, add a quick quote ” — Person Name

AREAS OF EXPERTISE

• Skill Goes Here	• Skill Goes Here	• Skill Goes Here
• Skill Goes Here	• Skill Goes Here	• Skill Goes Here
• Skill Goes Here	• Skill Goes Here	• Skill Goes Here

PROFESSIONAL EXPERIENCE

Company Name, City

Date – Present

A quick blurb that describes the nature of the business (NOT NEEDED if all the company you’ve worked for are widely known).

Your Title

Describes here what you were brought in/recruited/promoted to do (the nature of your job). Keep your target job in mind.

- **Bullet point #1** highlighting something you’re particularly proud of and/or that that you believe will be most important to share with your target audience.
- **Bullet point #2** highlighting something you’re particularly proud of and/or that that you believe will be most important to share with your target audience.
- **Bullet point #3** highlighting something you’re particularly proud of and/or that that you believe will be most important to share with your target audience.

Also, it’s typically better to use the most bullets on your current/most recent role.

Company Name, City

Date – Present

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EDUCATION

Name of Degree

Name of University, City

Honours, Activities, Special Projects, etc.

EXTRA SECTION IF YOU NEED IT

This could be used for Languages, Volunteerism, Licensure, Certifications, Technical Skills, etc.