

[YOUR NAME]

Target Role or Professional Title

City, ST | (555) 555-5555 | you@email.com | linkedin.com/in/yourhandle | portfolio.com

SUMMARY

Concise, results-focused summary that highlights your specialty, years of experience, and the outcomes you drive. Keep this to 2-4 sentences and tailor it to the job description.

CORE SKILLS

Strategy & Planning: [Skill], [Skill], [Skill] | Execution: [Skill], [Skill], [Skill] | Tools: [Tool], [Tool], [Tool] | Strengths: [Strength], [Strength], [Strength]

EXPERIENCE

Senior Job Title, Company Name - City, ST

MM YYYY - Present

Brief 1-line context about scope: team size, budget, customers, product, or environment.

- Drove [result] by improving [process/system], increasing [metric] by [X%] within [timeframe].
- Owned end-to-end delivery for [initiative], collaborating with [stakeholders] to ship [outcome].
- Built and maintained reporting for [KPIs], translating insights into weekly action plans.
- Standardized documentation and workflows, reducing rework and handoffs across teams.

Job Title, Company Name - City, ST

MM YYYY - MM YYYY

Optional: Add a short line to anchor what the role covered.

- Led [project] from discovery to launch, delivering [impact] and improving [metric].
- Optimized [workflow], cutting cycle time by [X%] and improving quality/consistency.
- Partnered with cross-functional teams to align priorities, timelines, and success criteria.

Early Career Job Title, Company Name - City, ST

MM YYYY - MM YYYY

- Supported [area] by managing [tasks], ensuring accuracy and on-time execution.
- Created repeatable templates and checklists that improved operational efficiency.

EDUCATION

Degree, Major - University Name

Graduation YYYY

Optional: GPA (if strong), honors, relevant coursework, or leadership.

CERTIFICATIONS

Certification Name, Issuer

YYYY

PROJECTS

Project Name - Short descriptor

YYYY

- Built [thing] to solve [problem], resulting in [measurable outcome].
- Tech/Tools: [Tool], [Tool], [Tool].

Optional: Work authorization [if relevant] | Languages [Language] | Volunteer [Organization/Role]