**[Your Full Name]**

[City, State] | [Phone Number] | [Email Address] | [LinkedIn URL] | [Portfolio/Website – optional]

## Professional Summary

Results-driven professional with [X+] years of experience in [Industry/Function]. Proven ability to [key achievement or skill], with a strong track record of delivering measurable results in [specific area]. Adept at [skill 1], [skill 2], and [skill 3]. Seeking to leverage expertise to contribute to [target company/industry] success.

## Core Competencies

* Skill/Tool #1 (e.g., Project Management)
* Skill/Tool #2 (e.g., Data Analysis)
* Skill/Tool #3 (e.g., Microsoft Excel)
* Skill/Tool #4 (e.g., Cross-Functional Collaboration)
* Skill/Tool #5 (e.g., Customer Relationship Management)

## Professional Experience

**Job Title**

Company Name – City, State

Month Year – Month Year

* Led [project or task], resulting in [specific outcome/impact + metric if possible]
* Improved [process, system, or workflow] by [% or description]
* Collaborated with [teams/departments] to [result]
* Utilized [software/tool] to [achievement]

**Job Title**

Company Name – City, State

Month Year – Month Year

* Delivered [result or accomplishment] under [time/budget constraints]
* Reduced [cost/time/risk] through [action]
* Trained or mentored [team or staff] to improve performance by [X% or outcome]

## Education

**Degree or Certification**

Institution Name – City, State

Month Year – Month Year

(Include GPA if recent graduate and 3.5+)

## Certifications (optional)

* Certification Name – Issuing Organization – Date
* Certification Name – Issuing Organization – Date

## Technical Skills (customize based on role)

Tools: Microsoft Office, Google Workspace, [CRM software], [industry-specific tools]

Languages: [Python, SQL, HTML/CSS, etc., if applicable]

## Projects / Portfolio (optional for freelancers, creatives, or tech roles)

Project Title – Brief description of the project, tools used, and results achieved. Include link if available.

## Volunteer Experience / Leadership (optional)

Role – Organization

Month Year – Month Year

Description of involvement and impact made