

Jane Q. Student

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PERSONAL BRAND WITH EXTRA ABILITIES

PROFESSIONAL SUMMARY

Brief three of four line statement addressing your qualities, your current status, your goals, and your ambitions as related to the position for which you are applying

QUALIFICATIONS

- Transferable skills that attest to organizational, problem-solving or communication abilities
- Hard skills applicable to your field
- Clinical skills, computer skills, interviewing capabilities
- Human relation capabilities such as conflict resolution
- Abilities that match those in the job description from the company

EDUCATION

Exact Title of Degree

Name of School, City, ST; Graduated 20XX

Coursework related to the needs of the employer and the position

Other Pertinent Training

Name of School, City, ST, Completed 20XX

Training related to what you studied

WORK EXPERIENCE

Most Recent Job Title

Name of Company, City, ST; 20XX-20XX

List your accomplishments, job responsibilities, special project,

Job Title

Name of Company, City, ST; 20XX-20XX

List your accomplishments, job responsibilities, special projects

Job Title

Name of Company, City, ST; 20XX-20XX

List your accomplishments, job responsibilities, special projects