

# Jane Doe

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Use a professional email address and a shortened LinkedIn link

## SUMMARY

Executive summary of your professional experience, written in third person.

## CORE COMPETENCIES

Skill	Skill	Skill
Skill	Skill	Skill
Skill	Skill	Skill

## EDUCATION

### Weber State University, Goddard School of Business & Economics

Master of Business Administration

Month 20XX  
GPA if over 3.4

### Weber State University, Goddard School of Business & Economics

Bachelor of Science

Major: XXXX, Minor: XXXX

Month 20XX  
GPA if over 3.4

(If you have degrees from other universities, list them here in the same format as above)

## EXPERIENCE

### Company Name, City, State

Title of Position Held

Month 20XX – Month 20XX

- Bullet 1 Responsibilities and achievements--quantified where possible
- Bullet 2 Bullets should answer: (1) What did you do in your job? (2) How well did you do it? What difference did you make?
- Bullet 3 Keep bullets 1-2 lines. All bullets to begin with Action Verbs
- Bullet 4 Use 3-5 bullets for your most recent or relevant positions, 2-3 bullets for earlier or less relevant positions
- Bullet 5

### Company Name, City, State

Month 20XX – Month 20XX

Title of Position Held

- Bullet 1
- Bullet 2
- Bullet 3

### Company Name, City, State

Month 20XX – Month 20XX

Title of Position Held

- Bullet 1
- Bullet 2
- Bullet 3

### Company Name, City, State

Month 20XX – Month 20XX

Title of Position Held

- Bullet 1
- Bullet 2

**VOLUNTEER EXPERIENCE / LEADERSHIP (Optional Section)**

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**Organization Name**, City, State  
Title of Position Held Month 20XX – Month 20XX

- Bullet 1: responsibilities and achievements – quantified where possible
- Bullet 2: Bullets should answer: (1) What did you do in your job? (2) How well did you do it? What difference did you make?

**Organization Name**, City, State  
Title of Position Held Month 20XX – Month 20XX

- Bullet 1
- Bullet 2

**Organization Name**, City, State  
Title of Position Held Month 20XX – Month 20XX

- Bullet 1
- Bullet 2

**Other Optional Sections:** (Do not use more than 3-4 optional sections)

**TECHNICAL OR RESEARCH PROJECTS**

**CERTIFICATIONS**

**AWARDS/ACHIEVEMENTS**

**PROFESSIONAL ASSOCIATIONS**