

[Your Name]

[Current or target job title]

[Email address] · [Phone number] · [LinkedIn or portfolio URL] · [City, Country]

SUMMARY

[Two or three sentences: your current title, the kind of work you do best and the strongest result you can verify]

SKILLS

[Core skill from the job description] · [Second core skill] · [Tool or platform you use every week] · [Method or framework you apply] · [Domain or industry knowledge] · [Leadership or stakeholder skill you can show]

PROFESSIONAL EXPERIENCE

[Job Title], [Employer name, City] [Month Year] – Present

- [Achievement with a number you can verify]
- [Responsibility that matches the target job]
- [Project you led or contributed to, and its result]
- [Process, tool or team you improved, and by how much]

[Previous Job Title], [Previous employer, City] [Month Year] – [Month Year]

- [Achievement with a number you can verify]
- [Responsibility that matches the target job]
- [Recognition or scope you can document, such as budget or team size]

[Earlier Job Title], [Earlier employer, City] [Month Year] – [Month Year]

- [One or two lines on the most relevant work from this role]

EDUCATION

[Degree and subject] [Year]

[University or college, City]

CERTIFICATIONS

[Professional certification] [Year]

[Issuing organization]