**Job Seeker Name**

firstnamelastname@gmail.com ❖ (555) 555-5555 ❖ U.S. City, State ❖ LinkedIn Link

**PROFESSIONAL SUMMARY**

**Write one sentence summarizing the candidate’s professional history, including years of transferable professional experience and any relevant education, skills, or certifications. For job seekers who have never worked in the U.S. or who are looking to make a dramatic career shift, add a second sentence that summarizes the candidate’s objective.**

**RELEVANT PROFESSIONAL EXPERIENCE** (Add the most relevant, impressive experience first. For candidates without traditional work experience, consider recording volunteer or homemaker experience, and remove the word “RELEVANT” from the title as needed.)

**Company Name** (Translate the company name into English as necessary.)

*Use this space to write a one sentence high-level description of the company. Describe the scope of their operations and impact with numbers. Repeat for companies below if space allows.*

Job Title    **Month Year – Month Year**

*City, State or City, Country*

* Core responsibility #1. Dedicate this space to describing the candidate’s contribution to the company using metrics. For example, if the candidate was a mechanic, you could write “Serviced and repaired the electrical, heating, cooling, and engine systems in 1500+ vehicles. (Presume the hiring manager has stopped reading here.)
  + You can use sub-bullets as necessary for more detail, such as key performance stats.
* Core responsibility #2. Write a second bullet that details a technical skill or competency relevant to the target position.
* Core responsibility #3. Add another technical skill/competency or conclude with a special project/accomplishment.

**Company Name Month Year – Month Year**

Job Title  *City, State or City, Country*

* Core responsibility #1. The first bullet should summarize the candidate’s role and quantify their accomplishments.
* Core responsibility #2. Use bullets to showcase achievements that go beyond what is expected for this job title.
* Core responsibility #3. Do not write more than 3 bullets here or in any additional professional experience sections.

**ADDITIONAL PROFESSIONAL EXPERIENCE**

**Company Name** (Translate the company name into English as necessary.) **Month Year – Month Year**

Job Title *City, State or City, Country*

* Core responsibility #1. For past jobs with zero relevance, you can save space by using only one bullet.

**EDUCATION** (Include trade school, vocational training, and degree programs. For candidates without post-secondary coursework, list high school graduation. For candidates without formal education, delete this section.)

**School Name**   **Graduation Month Year**

*Degree (e.g., BS), Majors (e.g., Computer Science)*  *City, State or City, Country*

List candidate honors, e.g., *summa cum laude* or Economics Honors Society. List a GPA if it is over 3.5.

* Add color to a candidate by listing sports or social clubs. Do not add political or religious affiliations here or elsewhere.

**CERTIFICATIONS, SKILLS & INTERESTS** (You can put CERTIFICATIONS, SKILLS & INTERESTS first if the candidate is transitioning to a new sector.)

* **Certifications:** If the candidate has relevant certifications, list them. If not, delete this bullet and delete “CERTIFICATIONS” above.
* **Skills:** Add in skills relevant to the target job description. Try to use the skills language listed in the job description.
* **Languages:** Add any languages that the client can speak, including English.
* **Interests:** Interests allow the hiring manager an opportunity to build rapport with a candidate*.* Include non-controversial interests like forms of exercise or recreation and any unique or interesting hobbies.

\* All resumes should be one page unless the candidate has more than 10 years of relevant experience.