

[Your Name]

[Job title you want, e.g. Project Coordinator]

[City, Country] · [phone] · [email] · [linkedin.com/in/yourname]

SUMMARY

[Two or three lines: who you are, the skill you are best at, and the kind of job you want next. Use words from the job ad.]

EXPERIENCE

[Job title]

[Company], [City] | [Mon YYYY] – Present

- [What you achieved, with a number if you can: e.g. Cut response time from 2 days to 4 hours.]
- [A task the new job also needs, in the words the job ad uses.]
- [A tool, system or method you used every day.]

[Job title]

[Company], [City] | [Mon YYYY] – [Mon YYYY]

- [Result or responsibility.]
- [Result or responsibility.]

EDUCATION

[Degree or qualification]

[School or university], [City] | [YYYY] – [YYYY]

SKILLS

[Skill] · [Skill] · [Skill] · [Software] · [Software] · [Language: level]

CERTIFICATIONS

[Certificate name], [Issuer], [YYYY]