**Your Full Name**

(555) 123-1234 • [yourname@email.com](mailto:yourname@email.com) • LinkedIn URL

**EXPERIENCE STATEMENT**

*Entrepreneur, creative thinker, social media marketer, people connector, inventory management, sales, budgeting, high energy, and skilled communicator.*

**EXPERIENCE**

**Position Title Month 20XX - current**

Organization, City State

* Use words that show mastery and accomplishment to describe what you did.
* Tell about a significant achievement in the workplace

**Position Title**

Organization, City State **Month 20XX –Month 20XX**

* Use words that show mastery and accomplishment to describe what you did.
* Tell about a significant achievement in the workplace

**ADDITIONAL EXPERIENCE (volunteer)**

**Position Title Month 20xx - Month 20xx**

Organization, City, State

* Use words that show mastery and accomplishment to describe what you did.
* Tell about a significant achievement in the workplace

**AWARDS**

Relevant only

**EDUCATION**

**Name of College or University,** Town, State **Expected: 20xx**

Bachelor of Science or Arts in xxxxxxx (optional if you are undeclared)

**Name of High School**, Town, State **Received: 20xx**

special awards here (optional)

**SKILLS**

**Computer**: List the software, social media, computer languages, etc.

**Languages**: List languages as one of the following: bilingual, fluent, advanced, conversational, basic

**Certifications**: List any current certifications (for example CPR, First Aid, etc.