**First and Last Name**

(708) 777-7777 | name@email.com | linkedin.com/in/your-name-here

**CAREER SUMMARY**

Add a [resume summary](https://www.jobscan.co/blog/resume-summary/?utm_medium=referral&utm_source=resume-templates&utm_campaign=ats-templates&utm_content=internal-link) that highlights what it is you do, the types of companies you’ve worked with, and why you’re great at your job.

**SKILLS AND STRENGTHS**

* **Skill or Strength** - List your most relevant practical (hard) skills and soft skills.
* **Practical Skill Example** – OSHA-certified forklift operator with 5+ years of experience and a perfect safety record.
* **“Soft Skill” Example** - Used project management apps like Basecamp and Trello.
* **List as many as needed** to fill out the page.

**PROFESSIONAL ACCOMPLISHMENTS**

* Outline accomplishments from life experience, volunteering, etc.
* Accomplishment 2
* Accomplishment 3

**DEVELOPMENT HISTORY (listed with most recent first)**

*Input job simulations, certifications, or classes you’ve taken that apply to the job you’re seeking.*

**Company Name**, Location, Job Title*,* (MM/YYYY)-Present

**Company Name**, Location, Job Title*,* (MM/YYYY)-(MM/YYYY)

**EDUCATION**

Degree, Graduation Year (YYYY), College Name, Location