**PROFESSIONAL PROFILE**

* Sometimes titled Summary of Qualifications
* A General List of things you are good at/have done
* Special skills, accomplishments, relevant certifications
* Speak another language? Put that here!

**WORK EXPERIENCE**

*Job Title* City, State

Company Name Year or Month, Year

* What did you do here?
* What skills did you learn/duties did you excel at?
* Put 2-3 Bullets ranked in order of most importance/relevance

*Job Title* City, State

Company Name Year or Month, Year

* Remember to only go back the last 7-10 years unless absolutely relevant
* Use the job description to match your bullet points to

*Job Title* City, State

Company Name Year or Month, Year

* Remember- Anything that would be nice for the employer to know but not crucial can be highlighted in your Cover Letter!
* What skills did you learn/duties did you excel at?

*Job Title* City, State

Company Name Year or Month, Year

* You can play around with the formatting of your experience, but remember to keep it consistent across your resume. Choose one style and stick to it!
* What is critical is maintaining white space

**EDUCATION**

Moving Ahead Program Boston, MA

Computer Skills and Career Development Program Year

College City, State

Associate/Bachelor/Master Year Received

High School City, State

Diploma Year Received