

REVERSE CHRONOLOGICAL

YOUR NAME AND CREDENTIALS

City, State | 555-555-5555 | Email@address.com | LinkedIn Profile URL

Professional Summary

Concise and quantifiable (measurable) opening statement to grab the reader's attention, proclaim your qualifications, and establish your value and suitability for the role; 3-5 sentences, max!

Work History (most recent first)

Include keywords directly from the job description and be sure to use action verbs when describing primary duties.

Role - Employer; Location Primary Duties	Dates
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Role - Employer; Location Primary Duties	Dates
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Education

Highest Degree School/Institution; Location	Dates
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Other Degree School/Institution; Location	Dates
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License & Certifications

License and License Number State License Status (active or not)	Date license expires
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Certification Organization	Date certification expires
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Awards & Affiliations

Award Organization	Date
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Membership	Date
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