**First and Last Name**

**(xxx) xxx-xxxx | @gmail.com**

**PROFESSIONAL SUMMARY**

[The professional summary is a concise statement of your relevant skills, professional experience, educational background, and career goals. If you are applying for a specific position, mention that position and why you are a strong candidate for it]

Example of areas to cover:

• Number of years’ experience in work\* at all relevant to the new job.

• Credentials or education or training, relevant to this new job.

• A key accomplishment\*\* that shows you're a "hot candidate" for this job.

• A strength/characteristic\*\* of yours, that's important to you and relevant to this job.

• Something else the employer should know ... a skill, trait, accomplishment\*\*.

\*including unpaid work \*\* reflected in the details below, of course

**SKILLS**

|  |  |
| --- | --- |
| * List both soft and technical skills
 | * List 4 to 6
 |

**EDUCATION & TRAINING**

|  |  |  |
| --- | --- | --- |
| **List Major or Program** | **Palomar College, San Marcos, CA** | **Expected Graduation: Month, Year** |
| * List relevant courses (Diesel courses) and key skills developed
* List certifications or certificates earned
* Projects that demonstrate relevant skills
 |

**EXPERIENCE**

|  |  |  |
| --- | --- | --- |
| **20xx – present** | **Job Title, Company Name** | **City, State** |
| * List the most important task you were responsible for, key accomplishment, or skill that you demonstrated
* Another task/accomplishment/skill
* Another task/accomplishment/skill
* Include 3 – 5 task/accomplishment/skills total
 |

|  |  |  |
| --- | --- | --- |
| **20xx – present** | **Job Title, Company Name** | **City, State** |
| * Repeat for each position you have held. For positions that are not closely related to the position you’re applying for, listing 1 – 2 task/accomplishment/skills is fine.
 |

|  |  |  |
| --- | --- | --- |
| **20xx – present** | **Job Title, Company Name** | **City, State** |
| * Repeat for each position you have held. For positions that are not closely related to the position you’re applying for, listing 1 – 2 task/accomplishment/skills is fine.
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