

## CAREER SUMMARY

### Summary Statement

- **Bullet #1** — a statement that introduces who you are professionally. This is your most important “who I am professionally” statement.
- **Bullet #2** — a specific strength or experience that you have that aligns directly with the specific job you’re applying for.
- **Bullet #3** — a specific strength or experience that you have that aligns directly with the specific job you’re applying for.

*“If desired, add a quick quote ” — Person Name*

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## AREAS OF EXPERTISE

- Skill Goes Here
  - Skill Goes Here
  - Skill Goes Here
  - Skill Goes Here
  - Skill Goes Here
  - Skill Goes Here
- 

## PROFESSIONAL EXPERIENCE

Company Name, City

Date – Present

*A quick blurb that describes the nature of the business (NOT NEEDED if all the company you’ve worked for are widely known).*

### Your Title

*Describes here what you were brought in/recruited/promoted to do (the nature of your job). Keep your target job in mind.*

- **Bullet point #1** highlighting something you’re particularly proud of and/or that that you believe will be most important to share with your target audience.
- **Bullet point #2** highlighting something you’re particularly proud of and/or that that you believe will be most important to share with your target audience.
- **Bullet point #3** highlighting something you’re particularly proud of and/or that that you believe will be most important to share with your target audience.

Also, it’s typically better to use the most bullets on your current/most recent role.

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**Date – Present**

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EDUCATION

**Name of Degree**

Name of University, City

*Honours, Activities, Special Projects, etc.*

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EXTRA SECTION IF YOU NEED IT

This could be used for Languages, Volunteerism, Licensure, Certifications, Technical Skills, etc.