

# YOUR NAME

by Resume Genius

**Address:** 47 Kin Street., Centralia, PA, 17921

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## Personal Statement

Skilled [industry] professional with [# of years] years of experience. Seeking to leverage my expertise in [relevant skills] to fill your [position name] position. An intuitive worker aiming to help achieve [Company's Name]'s goals and take on more responsibility as quickly as possible.

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## Work Experience

### **MOST RECENT EMPLOYER NAME, Location**

Job Title, Start Date–End Date

- Include a bulleted list of your accomplishments
- Make sure you add numbers to these bullet points

### **EARLIER EMPLOYER NAME, Location**

Job Title, Start Date–End Date

- List any relevant accomplishments from an earlier job
- Assuming you no longer perform this job, make sure you use past tense verbs to describe this experience

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## Education

### **SCHOOL NAME (Start Date–End Date)**

Degree/Diploma Name

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## Skills and Certifications

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- List your relevant skills and certifications
- Include both hard skills and soft skills
- Be specific (for example, mention the names of software packages and tools you're able to use)

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## Additional CV Sections

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- Here's where you can add any other relevant information
- For example, you could talk about publications, languages, volunteer experience, relevant hobbies, conferences, or grants