***John A. Smith***

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**Career Summary/Professional Summary**

Write your career summary here. Keep it short, only 2-3 sentences long and try not to use more than 3-4 lines on the page. This is intended to pique the reader’s interest so they want to read further, while not providing all the details of your entire career.

**Core Competencies/Key Skills**

* Project Management
* Process Improvement
* Data Analysis
* Customer Service
* Client Management
* Human Resources
* Training & Development
* Business Growth
* Content Development
* SEO Optimization
* Digital Marketing
* Programming Languages
* Web Development
* Critical Software Programs
* <Insert Language> Fluency

**Highlighted Achievements/Accomplishments**

*Company A*

* Use the sections below to include specific achievements related to each of the companies you worked for
* Sample beginnings are included to help you get started
* Managed XX team members…
* Organized projects for XX clients…
* Increased profits by XX% over XX years…
* Reduced turnover by XX% through…

*Company B*

* Established processes for…
* Maintained XXXX record databases containing…
* Interacted with client stakeholders…
* Collected XX data for analysis…

*Company C*

* Conducted interviews with XX candidates…
* Received XXXX Award for excellence…
* Collaborated with senior management to improve…

*College or University*

* If you are a recent graduate, you can use this space to include any achievements you had while in school
* Only include things that are true achievements (getting to class on time doesn’t count)
* Delivered thesis project on…
* Directed activities as part of XX program…
* Led XX sports team/organization to championship in…

**Professional Experience/Career History**

***Company A – City, ST***

Role Start Date – Present

***Company B – City, ST***

Role Start Date – End Date

Role Start Date – End Date

***Company C – City, ST***

Role Start Date – End Date

**Volunteer Experience**

***Organization – City, ST*** Start Date – End Date

***Organization – City, ST*** Start Date – End Date

***Organization – City, ST*** Start Date – End Date

***Organization – City, ST*** Start Date – End Date

**Education**

**College or University Name** – City, ST

* Masters of Arts/Science in <Course of Study> Expected Graduation 20XX
* Bachelor of Arts/Science in <Course of Study> 20XX

**Affiliations**

* Affiliation #1
* Affiliation #2

**Certifications**

* Certification #1 (Year)
* Certification #2 (Year)