

Your Name

Clear, Quiet Professional

(555) 010-0000 · you@example.com · City, ST · linkedin.com/in/your-name

Summary

Concise overview stripping every claim down to evidence: who you are, the discipline you practice, and the one outcome you are most known for delivering.

Experience

Your Job Title, Most Recent Employer

2022 – Present

City, ST

- Keep each entry to a single decisive sentence anchored by one verifiable figure.
- Prefer plain nouns and verbs over adjectives; let the numbers carry the weight.
- List only accomplishments a stranger could confirm from records or references.
- Trim filler words so a recruiter absorbs the whole line in under two seconds.

Education

Relevant Academic Credential

2018 – 2022

Your School or University — City, ST

Skills

Written communication · Prioritization · Documentation · Quality control · Independent execution