**MY NAME**

(970) 111-1111

[email@me.com](mailto:email@me.com)

optional linked-in profile

**Skills and Qualifications**

* List specific hard & soft skills you have that make you an excellent candidate for the job
* Use key terms from the job description and other impressive skills
* Use descriptions to show your exact qualifications and show your level of expertise. The basic formula for most skills could be: level of expertise + skill + skill specifics/description
* Example hard skill: Proficient in Microsoft Windows, macOS, and Microsoft Office
* Example soft skill: Customer-focused, detailed orientated, active listener

**Education**

Aims Community College Greeley, CO

**Associates of Applied Science, Specific Pathway Here**  **December 2050**

**Certifications**

Basic Life Support, American Heart Association Expires June 2050

Introduction to Hazardous Materials, FEMA Completed February 2050

**Experience**

Company Name City Location, CO  
**Position Name May 2050 – Present**

* List specific tasks, accomplishments, skills, etc. that were performed in the job
* Use key words from the job description to show crossover from your prior working experience and the new position’s requirements
* The basic formula for experience could be: verb + specifically what you did + how, why, or more details of what you did
* Start each bullet with an active verb that shows specifically what you were doing. If you can use a verb from the job description, that’s even better!
* Use description to clearly describe your expertise
* List the higher order skills (your ability to create, evaluate, analyze, understand, apply) and higher responsibility skills (handling money, supervising/training others, etc.) that more directly relate to the new position first
* Example: Installed, troubleshot, repaired, or replaced computer accessories such as printers, webcams, wireless mice/keyboards, mounted-speakers, monitors, scanners, and more
* Example: Set-up new computers (Windows/macOS) and tablets (Android, Apple iOS, Microsoft) for clients and ensured client profiles were backed-up and uploaded to new computer