**FIRST NAME LAST NAME**

**City, State Zip 🞍 email 🞍 phone number 🞍 Linkedin URL**

***Write your professional summary here.***

***Suggestions/ Guidelines:***

* *Appropriate length: 3-5 sentences (Succinct and Concise)*
* *Choose adjectives that describe you professionally.*
* *Choose a job title that defines who you are as a professional (Content Writer, Practice Manager, Network Engineer, Sales Professional)*
* *Mention Years of Experience*
* *Mention Industry/Industries you have worked in*
* *The bio should be relevant to position you are targeting*
* *Starting your sentences*
	+ *Proven reputation ….*
	+ *Proven track record…*
	+ *Demonstrated ability...*
	+ *Passionate for…*
	+ *Regarded as a…*

***Example:***

**Results-driven Project Management and Operations Professional** offering 6+ years of experience executing high-stakes initiatives such as such office renovations, building moves, safety implementations, and corporate events. Proven ability to oversee office operations across five buildings inclusive of production facilities and laboratories. A history of undertaking duties outside of primary role and during staffing shortages, earning reputation as an invaluable resource to all staff, vendors, and customers. Maintains a keen eye on cost-saving opportunities and develops efficiencies to streamline operations. A natural leader who mobilizes team members to deliver results that exceed expectations within tight timeframes.

***Add your skills under bio:***

* *Remove borders once you have added all your skills*
* *Your skills should mimic those on the job postings you are interested in*

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***Add Technical Proficiencies under skills. Example below:***

*Proficient in Microsoft Office Suite, QuickBooks, LeafLogix (ERP), MJ Freeway (PA State Cannabis platform),*

*Dutchie (Online Ordering System), Stampli, Certify, Workforcego (HCM attendance/scheduling/ recruiting system)*

**PROFESSIONAL EXPERIENCE**

***I recommend 4-7 bullet points per each job. Your professional experience should focus on the past ten years.***

**Company, City, State**  **xx/xxxx – xx/xxxx**

*(brief* *description of company)*

**JOB TITLE**

* What are/were you responsible for?
* Think about Measurable Accomplishments and what was the result of your hard work?
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**Company, City, State**   **xx/xxxx – xx/xxxx**

*(brief* *description of company)*

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**Company, City, State xx/xxxx – xx/xxxx**

*(brief* *description of company)*

**JOB TITLE**

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 **ADDITIONAL EXPERIENCE**

**Job Title, Company, Location, Timeframe**

*Reminder:*

* *This section is for work experience that* ***surpasses 10-15 years***
* *It is not always necessary to list job description. If the additional experience is relevant to the role at hand, you can add 1-2 bullets*

**EDUCATION**

**University – City, ST (Year)**

**DEGREE, MAJOR**

*Reminder:*

* *If you have not graduated yet, write “Expected Graduation” Date, Month and Year*
* *You do not have to list year of graduation if you wish not to reveal your age*
* *You can list Relevant Course Work*
* *If you do not have trainings to list, title this section “Education” only. If you have relevant trainings to add, title this section “Education & Professional Development”.*

**PROFESSIONAL AFFILIATIONS/VOLUNTEER WORK**

*Delete if not applicable*