

Full Name

Phone Number | Email Address | LinkedIn Profile | City, Country

Personal Summary

A concise 2–3 sentence overview highlighting your career background, key strengths, and what you bring to a new role. Tailor this section to the job you're applying for.

Key Skills

Skill 1 | Skill 2 | Skill 3 | Skill 4 | Skill 5
Skill 6 | Skill 7 | Skill 8 | Skill 9 | Skill 10

Employment History

Job Title

Company Name – City, Country

Month/Year – Month/Year

Responsibility or achievement

Responsibility or achievement

Responsibility or achievement

Job Title

Company Name – City, Country

Month/Year – Month/Year

Responsibility or achievement

Responsibility or achievement

Responsibility or achievement

Education

Degree or Qualification

Institution Name – City, Country

Month/Year – Month/Year

(Optional: relevant modules, achievements, or grades)

Certifications / Training

Certification Name – Issuer (Year)

Course Name – Provider (Year)

Additional Information

Languages: English (Native), Spanish (Intermediate)

IT Skills: Microsoft Office, Salesforce, etc.

Volunteer Work / Interests: Optional but can show personality

References available upon request