**First Name Last Name**

Phone number | email

**OBJECTIVE:** Job Title

**KEY QUALIFICATIONS**

* List 6-10 soft and hard skills that are pertinent to the position

**WORK EXPERIENCE**

**Job Position** Company Name City, State MM/YYYY-MM/YYYY

* List Job duties you performed that can transfer to the position you are applying to

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* List Job duties you performed that can transfer to the position you are applying to

**EDUCATION**

**Degree/Certificate** School Name City, State MM/YYYY (only add year for certificates or training that needs to be renewed)