[FIRST LAST]

[New Target Role, e.g. Project Coordinator]

[City, State] · [Phone] · [Email] · [LinkedIn URL]

Summary

[Bridge your past and future: X years of experience in (current field), with proven skills in (transferable skill), (transferable skill) and (transferable skill). Recently completed (training or certification) and seeking to apply these strengths as a (target role).]

Relevant skills and achievements

[Transferable skill 1, e.g. Project Management]

- [Achievement from any past role that proves this skill, with a number]
- [Achievement]

[Transferable skill 2, e.g. Stakeholder Communication]

- [Achievement]
- [Achievement]

[Transferable skill 3, e.g. Data and Reporting]

- [Achievement]
- [Achievement]

Training and certifications

[Certification or course] · [Provider] · [Year]
[Bootcamp, degree or course in new field] · [Provider] · [Year]

Work history

[Job Title] · [Company], [City, State] · [Years]
[Job Title] · [Company], [City, State] · [Years]

Education

[Degree] · [School] · [Year]

Tools

[Tool relevant to new field] · [Tool] · [Tool]