[FIRST LAST]

[Target Job Title, e.g. Senior Operations Manager]

[City, State] · [Phone] · [Email] · [LinkedIn URL] · [Portfolio or website]

Professional summary

[Three or four sentences: years of experience, industry, scope of responsibility (team size, budget, region), and two or three signature achievements.]

Core competencies

- [Competency]
- [Competency]
- [Competency]
- [Competency]
- [Competency]
- [Competency]
- [Competency]
- [Competency]
- [Competency]

Professional experience

[Job Title] | [Company Name] | [City, State] | [Month Year] – Present
[One line describing the company or the scope of your role, e.g. $40M distributor with 120 employees.]

- [Result with a metric, e.g. Reduced fulfillment costs 18% ($1.2M a year) by ...]
- [Result with a metric]
- [Result with a metric]
- [Leadership or team achievement]

[Job Title] | [Company Name] | [City, State] | [Month Year] – [Month Year]

- [Result with a metric]
- [Result with a metric]
- [Result with a metric]

Earlier experience: [Job Title], [Company] ([Years]); [Job Title], [Company] ([Years])

Education and certifications

[Degree] · [University] · [Year]
[Certification, e.g. PMP] · [Issuing body] · [Year]

Technical skills

[Software] · [Software] · [Tool] · [Tool] · [Language]