**CAREER SUMMARY**

Write a couple sentences about who you are, what your educational and employment background is, only mentioning things that are relevant to the job you’re applying to. Try to avoid saying “I”.

*Example: A hardworking, self-motivated professional with over 5 years of experience working as a receptionist and administrative assistant. Seeking an opportunity that will allow me to utilize my skills, and challenge me to grow.*

**HIGHLIGHT OF SKILLS**

* List your education, qualifications, specialized training you’ve done, or licenses you have
* List how many years of experience you’ve worked in your field, or different fields
* Talk about technical skills you have (i.e. Intermediate skills with Microsoft office and Google applications)
* Mention the languages you speak if you speak more than English
* List any specific you have (eg. Problem-solving skills, Communication etc.)

**PROFESSIONAL EXPERIENCE**

**Job Title May 2020 – June 2022**

*Company Name –* Location

* What responsibilities did you have at this job?
* What skills did you gain?
* Did you learn anything new / gain any new knowledge? Be specific.
* Try to add as many bullet points as possible explaining your job (see examples in bullet points below).

**Job Title April 2019 – Sept 2020**

*Company Name –* Location

* Managed in-coming and out-coming calls and ensured in-coming callers didn’t wait on hold more than 2 minutes to improve efficiency.
* Booked appointments between patients and healthcare providers, ensuring appointment times never overlapped with strong time management and organization skills.
* Maintained office supply inventory and placed orders to meet demand, ensuring order deadlines were always met and we never ran out of needed supplies.
* Answered any questions and inquires coming in from patients, developing strong problem-solving skills.

**EDUCATION**

**Name of Certificate (example: Masters of Science in Mechanical Engineering) 2021**

*School Name* – Location

**Name of Certificate (example: High School Diploma) 2019**

*School Name* – Location