J E S S I C A W R I G H T

**Y O U R P R O F E S S I O N A L T I T L E**

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**P R O F I L E**

Write a powerful performance summary here. Highlight your most valuable skills, qualifications, achievements, credentials, and other distinguishing information as it relates to and supports your current objective. Integrate keywords and qualifications aligned with the company’s specific needs.

Show why you are uniquely qualified, focusing on skills or qualifications, industry expertise, companies worked for, degrees, certifications, awards, and/or other professional credentials.

**P R O F E S S I O N A L E X P E R I E N C E**

WRITE YOUR JOB TITLE HERE  
*Company Name | Beginning Date- Current*

In 2 lines, summarize your main responsibilities using present tense and provide information about the organization.

* Beginning with a powerful action verb, write up to six responsibilities and/or accomplishments in the past tense.
* Highlight your most relevant qualifications for the job by listing them first.
* Avoid irrelevant experiences.
* Keep descriptions short but add details that show why you’re a great candidate.
* Show your accomplishments by using numbers and percentages.

WRITE YOUR JOB TITLE HERE  
*Company Name | Beginning Date-End Date*

In 2 lines, summarize your main responsibilities using past tense and provide information about the organization.

* Beginning with a powerful action verb, write up to six responsibilities and/or accomplishments in the past tense.
* Highlight your most relevant qualifications for the job by listing them first.
* Avoid irrelevant experiences.
* Keep descriptions short but add details that show why you’re a great candidate.
* Show your accomplishments by using numbers and percentages.

WRITE YOUR JOB TITLE HERE  
*Company Name | Beginning Date-End Date*

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* Show your accomplishments by using numbers and percentages.

**C O N T A C T**

123-456-7890

youremail@winning.com

City, State

Linkedin.com/username

**E D U C A T I O N**

YOUR DEGREE NAME / MAJOR   
Education

University Name  
2012–2014

**S K I L L S**

* Relevant Skill
* Relevant Skill
* Relevant Skill
* Relevant Skill
* Relevant Skill
* Relevant Skill
* Relevant Skill
* Relevant Skill
* Relevant Skill
* Relevant Skill

**A W A R D S**

AWARD NAME

Organization

2020

123-456-7890

youremail@gmail.com

City, State

Linkedin.com/username