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| **Your Name**  **Position** | Your address  Your City, Country  Your Phone  Your Email |
| **ㅡ**  **Professional Summary** | Your experience summary, a short overview of your skills and qualification. This is important to have the intention to catch the employer’s attention in this section. Add any notable work experiences that match what the potential job needs. Keep this section to two to three sentences. |
| **ㅡ**  **Experience** | **Company, company city, company country /** Position  MM YYYY - PRESENT  Your skills and tasks that relate to the job that you’re applying for.  Summarize your experience with three to five bullet points for each job listing.  **Company, company city, company country /** Position  MM YYYY - MM YYYY  Focus on major responsibilities and work achievements rather than daily tasks.  Focus on your key achievements from your experience, not just listing duties.  **Company, company city, company country /** Position  MM YYYY - MM YYYY  Try to emphasize your achievements with action words (example: “Managed team of 12 employees” instead of “Was responsible for a team of 12 employees”). |
| **ㅡ**  **Education** | **School Name /** Degree obtained  MM YYYY - MM YYYY, School location  Field of Study  **School Name** / Degree obtained  MM YYYY - MM YYYY, School location  Field of Study |
| **ㅡ**  **Skills** | Your skills match with the job. |