Your Name

Your address

Mobile:(+00) 234-5555 youremail@email.com

**PROFESSIONAL SUMMARY**

Your experience summary, a short overview of your skills and qualification. This is important to have the intend 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.

**SKILLS**

|  |  |
| --- | --- |
| * Your skills that match with the job
* Your abilities that valuable in your profession
* Your language skills that matter to the job
 | * Your top skills
 |

**WORK HISTORY**

**POSITION** | mm/yyyy to Current

**Company - Company City, Company Country**

* Your skills and tasks that relates to the job that you’re applying to.
* Focus on major responsibilities and work achievements rather than daily tasks.
* Summarize your experience with three to five bullet points for each job listing.

**POSITION** | mm/yyyy to mm/yyyy

**Company - Company City, Company Country**

* Focus on your key achievements from your experience not just listing duties.
* Try to emphasize your achievements with action word (example: “Managed team of 12 employees” instead of “Was responsible for a team of 12 employees”).
* Your main tasks from experience

**POSITION** | mm/yyyy to mm/yyyy

**Company - Company City, Company Country**

**EDUCATION**

**School Name - City and Country Where the School Located | Degree Obtained**

Field of Study

**CERTIFICATIONS**

Field of Study, School Name, City and country where the school located