**Davis James**

email@email.com

000-000-0000

123 street, Some Town, ABC

LinkedIn/profile/djames123

**Profile Summary**

Skilled **[industry]** professional with **[# of years]** years of experience. Seeking to leverage my expertise in **[relevant skills]** to fill your **[position name]** position. An intuitive worker aiming to help achieve **[Company’s Name]**’s goals and take on more responsibility as quickly as possible.

**Employment History**

**Most Recent Job Title**

Employer Name / Location / Start Year – End Year

**Earlier Job Title**

Employer Name / Location / Start Year – End Year

**Skills**

* **First Skill**
* Include a bulleted list of accomplishments related to this skill
* Make sure you quantify (add numbers to) these bullet points
* **Second Skill**
* List any accomplishments or responsibilities that demonstrate this skill
* Assuming you no longer perform a task, make sure you use past tense verbs to describe the experience
* Be as specific as possible. Mention the actual names of software or tools you’ve used
* **Third Skill**
* Additional information

**Education**

**Degree Name / Major**

University, Location | Start Date – End Date