

JOHN DOE

Phone: 123-456-7890 | Email: john.doe@resume-templates.org | 1 Example Street, Example City, EC 12345

Summary

Here is some space for your summary. 2 or 3 focused sentences. Use these sentences to tell your top selling points and key strengths. Do this by using appropriate phrases and keywords which you can extract out of the job posting. What are they looking for? Be specific and tailor your summary for each position and company.

Professional Experience

Sep 2009 - Present

Job Title

Example Company, Example City, EC

- » Quantified accomplishments and contributions
- » Quantified accomplishments and contributions
- » Quantified accomplishments and contributions

Jul 2000 – Aug 2009

Job Title

Example Company, Example City, EC

- » Quantified accomplishments and contributions
- » Quantified accomplishments and contributions
- » Quantified accomplishments and contributions

Education

Sep 1996 – Jun 2000

Bachelor of Science

Example University, Example City, EC

Sep 1993 – Jun 1996

Example Degree

Example School, Example City, EC

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Skills

- » MS Word, Excel, and PowerPoint (Expert)
- » HTML & CSS (Expert)
- » JAVA (Intermediate)
- » SQL (Intermediate)
- » Dreamweaver (Expert)
- » Eclipse (Beginner)
- » German (Fluent)
- » French (Basic communication skills)