

[Your Name]

Phone: [Your Phone]

Email: [Your Email]

LinkedIn: [Your LinkedIn]

Location: [Your City, State]

PROFESSIONAL SUMMARY

[A concise summary highlighting transferable skills, personal traits, and your goal related to the new career field.]

CORE COMPETENCIES

[Skill or Area: e.g., Project Management]

[Skill or Area: e.g., Communication]

[Skill or Area: e.g., Data Analysis]

[Skill or Area: e.g., Leadership]

RELEVANT EXPERIENCE

[Function or Skill #1]

[Example of how you applied this skill]

[Achievement/Result relevant to new career]

[Function or Skill #2]

[Example of how you applied this skill]

[Achievement/Result relevant to new career]

[Function or Skill #3]

[Example of how you applied this skill]

[Achievement/Result relevant to new career]

WORK HISTORY

Job Title: [Most Recent Job]

Company: [Company Name], [Location] | [Start Date] – [End Date]

Job Title: [Previous Job]

Company: [Company Name], [Location] | [Start Date] – [End Date]

EDUCATION

Degree: [Degree Title]

Institution: [School Name], [Location] | [Year]

CERTIFICATIONS & TRAINING

[Certification or Training Name] | [Year]

VOLUNTEER EXPERIENCE

Role: [Volunteer Role], **Organization:** [Organization Name] | [Year]