

# [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] â€“ [End Date]

**Job Title:** [Previous Job]

**Company:** [Company Name], [Location] | [Start Date] â€“ [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]