

[Your Name]

[Email Address] [Phone Number] [Location] [LinkedIn/Portfolio]

PROFESSIONAL SUMMARY

[A concise paragraph summarizing your experience, skills, and value you bring to a virtual position.]

CORE SKILLS

Skill One

Skill Two

Skill Three

Skill Four

Skill Five

PROFESSIONAL EXPERIENCE

[Job Title] — [Company Name]

[Location or Remote] | [Month Year] – [Month Year/Present]

[One or two sentences describing responsibilities, achievements, and skills applied in this role.]

[Job Title] — [Company Name]

[Location or Remote] | [Month Year] – [Month Year/Present]

[One or two sentences describing responsibilities, achievements, and skills applied in this role.]

EDUCATION

[Degree/Certification]

[Institution Name], [Year]

CERTIFICATIONS

[Certification Name]

[Issuing Organization], [Year]