YOUR NAME

[YOUR PROFESSIONAL HEADLINE OR TARGET ROLE]

City, ST | (000) 000-0000 | your.email@example.com | linkedin.example.com/in/yourname

PROFESSIONAL SUMMARY

[Write 2 to 3 sentences: years of experience, the kinds of projects you have managed or supported, one verified result with scope, credentials you hold, and the role you want. Do not claim a job title you did not hold.]

SKILLS

Project management: [Example: scope and schedule planning, budget tracking, risk logs, vendor coordination. Remove anything you have not used.]

Industry or technical context: [Example: construction, healthcare, IT systems, manufacturing, software delivery. Keep only what is true.]

Tools: [Example: Microsoft Project, Smartsheet, Jira, Excel, Procore. Remove any tool you have not used.]

[Skill group]: [More skills you can show in your experience]

PROFESSIONAL EXPERIENCE

[Job Title], [Employer, City, ST] [Mon YYYY - Present]

- [For major project roles, a short context line: the project, its scale, your role, and a verified result. Skip it if it does not apply.]
- [A result you can explain: schedule, cost, quality, or adoption, with the method you used.]
- [A stakeholder or vendor example: who you worked with and what changed.]
- [A process you created or improved, and who uses it now.]
- [A risk or problem you found and how you handled it.]
- [Reporting: what you report, to whom, and how often.]

[Earlier Job Title], [Employer, City, ST] [Mon YYYY - Mon YYYY]

- [A true duty or project with scope.]
- [Another true result or duty.]
- [Another true result or duty.]
- [Another true duty or result.]

EDUCATION AND CERTIFICATIONS

[Degree, subject, school | Year]

[Certification you hold, issuing group | Year (add a renewal year only if true)]

[Training or course, provider | Year, listed as training, not certification]

[Scheduled exam, only if booked: Exam name scheduled for month and year. Never present it as awarded.]

PROJECTS (OPTIONAL)

[Project name or your role], [School, employer, or organization] [Mon YYYY - Mon YYYY]

- [Use this section only if student, volunteer, or side projects show real scope. Delete it if your jobs already show it.]
- [What you planned or tracked, with the numbers you know.]