



FIRST NAME LAST NAME

City, ST | Phone Number | Email Address | LinkedIn URL

PROFESSIONAL SUMMARY

Motivated and results-driven [Your Current/Target Role] with [#] years of experience in [Industry/Field]. Adept at [skill #1], [skill #2], and [skill #3], with a proven ability to [achievement or value]. Seeking to leverage strengths in [relevant area] to contribute to [target company or position].

CORE SKILLS & COMPETENCIES

Sales & Marketing *(Select skill sets and order them according to relevance to the position you are seeking.)*

- Describe functional expertise as it relates to your current or former job experiences. Target hot skill sets and relevant accomplishments. (3-6 bullets)
- Example: Increased annual sales from \$8 million to \$13 million 2 years
- Example: Initiated new marketing strategy to improve organizational image, resulting in increase of development funds by 20% over 1.5 years

Contract Negotiation *(Select skill sets and order them according to relevance to the position you are seeking.)*

- Describe functional expertise as it relates to your current or former job experiences. Target hot skill sets and relevant accomplishments. (3-6 bullets)

Management & Leadership *(Select skill sets and order them according to relevance to the position you are seeking.)*

- Describe functional expertise as it relates to your current or former job experiences. Target hot skill sets and relevant accomplishments. (3-6 bullets)

PROFESSIONAL EXPERIENCE

Employer, City, ST (Year-Year)

Title

- Describe summary of position/organization in one clear and concise line.

Employer, City, ST (Year-Year)

Title

- Describe summary of position/organization in one clear and concise line.

Employer, City, ST (Year-Year)

Title

- Describe summary of position/organization in one clear and concise line.

EDUCATION

The University of Tampa

Bachelor of Science in Major

The Pillars of [Spartan Ready](#)® equip students with life, career, and digital skills that drive success in academics, the workplace, and beyond.

The University of Tampa | Office of Career Services | SFB 117 | Hireut@ut.edu | 813-253-6236 | ut.edu/career

Tampa, FL

May 2026

EXPLORE

EXPERIENCE

ACHIEVE

COMMUNITY INVOLVEMENT

- Organization, *Member*
- Organization, *Volunteer*

August 2022 –Present
December 2022

SKILLS & CERTIFICATIONS

Computer: Microsoft Office Suite (Word, PowerPoint, Excel, SharePoint), Adobe Acrobat

Certifications: SafeZone Certified, University of Tampa, March 2023

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