

**Resume of:**

**Your Name Here**

**Contact:**

**Recruiter Name Here**

**Black Diamond Networks**

**Tel: 800-XXX-XXXX**

**SUMMARY**

* A [3 strong adjectives – use the job description to help!] [Your Official Title] with strong [3 skills – use the job description to help!] skills that demonstrate the ability to [pick 1-2 actions/deliverables – use the job description to help!] with expertise in:
  + Include a
  + Bulleted list
  + Of the main skills
  + Or technologies
  + That you want
  + To highlight
  + Make sure to
  + Mention any from
  + The job description

**EXPERIENCE**

**Company #1 Name Here | Location Date Started – Date Ended**

**Position Title (Contract Position)**

* Start each bullet with a strong verb to show what duties and responsibilities you fulfilled. Make sure to include keywords, appropriate job details, industry standard terms and abbreviations, and other important information.
* In addition to talking about your duties and responsibilities, describe how what you did positively impacted the company and its outcomes in general.
* You could also describe who you worked with or reported to, as well as any results/deliverables.
* As your most recent position, this job description should be the longest and most detailed and keyword-rich.

**Company #2 Name Here | Location Date Started – Date Ended**

**Position Title with nothing in parentheses if it was a full-time position**

* Similar to your most recent position, your next most recent position(s) should still include plenty of detail.
* Even if some items seem repetitive, include them here to show that your experience in fulfilling these duties and responsibilities goes back further than your most recent work.
* Continue using strong verbs, keywords, and industry standard terms and abbreviations throughout. It’s okay if your resume ends up being longer than a page because of this.
* After you finish describing up to 5 years of your most recent experience, show your older experience with less detail, as demonstrated below…

*Previous Experience*

**Company #3 Name Here | Location Date Started – Date Ended**

**Position Title (Contract Position)**

**Company #4 Name Here | Location Date Started – Date Ended**

**Position Title (Contract Position)**

**Company #5 Name Here | Location Date Started – Date Ended**

**Position Title**

**Company #6 Name Here | Location Date Started – Date Ended**

**Position Title**

**CERTIFICATIONS AND AWARDS**

Certification Name | Year Earned

Certification Name | Year Earned

Award Name | Conferred by Organization Name in Year Earned

**EDUCATION**

School Name Here, Location

**Degree(s) conferred**