

YOUR NAME

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OBJECTIVE

A [type or title of position] position in the [name of industry] industry where my expertise in [area 1] and [area 2] would be needed

SUMMARY OF QUALIFICATIONS

Senior Level Technical Manager with 15 years of management experience, a Masters degree in Mechanical Engineering, and 10 years as design engineer in the auto industry

- Consider listing qualifications using bullets
- Especially skilled at [skill1], [skill2], [skill 3]...
- Proven ability to ... A talent for ... Skilled in ... Extensive knowledge of ...
- Expertise in [skill 1, skill 2, skill 3]

WORK EXPERIENCE

Company Name, Location 200X to Present
Position

- Taught ...
- Supervised ...
- Increased total yearly sales by ...

Company Name, Location 200X to 200X
Position

- Organized ...
- Developed ...

Company Name, Location 200X to 200X
Position

- Prepared ...
- Conducted ...

EDUCATION

M.S. Electrical Engineering, University Name, Location May 200X
Thesis: "Title"
Advisor: Name

B.S. Electrical Engineering, University Name, Location May 200X
Graduated Summa Cum Laude, GPA 3.98/4.0
Minored in Mathematics

COMPUTER SKILLS

Programming
Skill 1, Skill 2
Skill 3, Skill 4

Applications
Skill 1, Skill 2
Skill 3, Skill 4

Platforms
Skill 1, Skill 2
Skill 3, Skill 4

LANGUAGES

English: Native language

Spanish: Intermediate Listener, Novice Speaker, Advanced Reading and Writing

ACTIVITIES AND INTERESTS

Scoutmaster (Eagle Scout), Amateur radio (N7ABC), Gardening, Mountain biking, Carpentry, Computers, Cycling, Hiking

REFERENCES

Available upon request