**Tech Talent Central**

(210)555-555 · techtalentcentral.com · Linkedin

**SUMMARY OF QUALIFICATIONS**

Experienced and professional \*career role or job title\* with over X years of valuable experience

in monitoring project performance to ensure team and company success. Adept in working with software development, Agile workflows, QA, and change management. Known for continually achieving on time and under-budget performance goals. Accustomed to various demands of roles that people forget are parts of any job. Brings a motivated attitude towards success each day and the ability to establish strong and productive relationships with other company members.

**EDUCATION**

The University of Texas at San Antonio (UTSA)

**Master of Business Administration**  Year – Present

The University of Texas at San Antonio (UTSA)

**Bachelor of Science in Computer Science** Year – Present

**SKILLS**

* IT Project Management
* Web and Mobile Design
* Interpersonal Communication Skills
* Information Technology Training Skills

**EXPERIENCE**

**Job Title** Month Year – Present

Your Most Recent Employer, San Antonio, TX

* Overall responsibility and purpose in role.
* Highlight of success/milestone/achievement in role.
* Specific focus area or responsibility in role that overlaps with the new job you’re applying for with this resume
* Performance metric that highlights your success or effectiveness in the role that invites resume reader to ask you questions about it

**Job Title** Month Year - Month Year

Your Most Recent Employer, San Antonio, TX

* Variation on the theme above
* Don’t just copy & paste
* This resume tells your story before they even meet you - make it compelling and easy for them to say “yes” to your resume
* Seriously, put some effort into this thing!

**Job Title** Month Year - Month Year

Your 3rd Most Recent Employer, San Antonio, TX

* If you struggle with this…
* Have a friend ask you what you do and record what you say
* Also, have them ask you what you do best in the role and to share your best day at work in this job and why it was so great.
* Listen to your recording and share some of it in your resume

**COURSES**

**Software Development–**Local Coding Academy Month Year

* What projects did you work on? Is there something you can quantify?
* What languages did you learn? Programming?

**INTERNSHIPS**

**Social Media Marker–**Students + Startups Month Year

* What projects did you work on specifically? Is there something you can quantify?
* What platforms did you work in? Analytics?

**REFERENCES**

Available upon request