First Name Last Name, credentials

Address ∙ [EMAIL@email.com](mailto:EMAIL@email.com) ∙ (XXX) XXX-XXXX ∙ [www.linkedin.com/in/FirstLast](https://www.linkedin.com/help/linkedin/answer/87)

**PROFESSIONAL SUMMARY**

* Briefly describe the skills and experience that make you the right candidate for the position.
* Emphasize your most relevant skills, tailored to the job description.
* Include any soft skills that define you and make you stand out and include context for how you developed or applied them to avoid being too generic.
* Can use bullets or a short paragraph *(maximum of three to five bullets or sentences).*

**EDUCATION**

**University of Maryland, School of Dentistry** Baltimore, MD

Doctor of Dental Surgery (DDS) Graduation Month & Year

**Previous Institution(s)** City, ST (or Country if non-US)

Degree, Major or Concentration Graduation Month & Year

Academic Honor(s)

**LICENSURE AND CERTIFICATIONS**

**Full license/certificate name (ACRONYM)** City, ST (or Country if non-US)

Organization Month and year received

**PROFESSIONAL EXPERIENCE**

**Employer** City, ST (or Country if non-US)

Title, Department Month Year – Month Year

* Accomplishments and accountabilities in following formula:
* *action verb + accomplishment/accountability + results (example below)*
* Designed and managed implementation of 2,000 PC WAN across five regional offices, streamlining division’s communications and knowledge sharing
* Highlight specific skills, qualities and attributes demonstrated
* When applying for an industry specific position, use terms that showcase your knowledge

**Employer** City, ST (or Country if non-US)

Title, Department Month Year – Month Year

* Listed experiences and accomplishments

**Employer** City, ST (or Country if non-US)

Title, Department Month Year – Month Year

* Listed experiences and accomplishments

**RESEARCH AND PRESENTATIONS**

* *LIST publications and presentations in MLA, APA, or AMA format*

**PROFESSIONAL MEMBERSHIPS**

**Full Organization Name (ACRONYM),** Role/Title Month Year – Month Year

**Full Organization Name (ACRONYM),** Role/Title Month Year – Month Year

*Include both professional association memberships and campus organization involvement*

**TECHNICAL SKILLS & AWARDS** *(DO NOT USE BULLET POINTS)*

**Computer Skills:** List the software programs, hardware, databases, and programming languages you are proficient in, along with hours of experience (if extensive, divide among multiple subheadings)

**Languages:** List foreign languages & proficiency level (e.g. fluent, advanced reading knowledge, etc.)

**Honors & Awards:** When relevant to the position, competitive, and prestigious

**SERVICE AND VOLUNTEERING** (Optional)

**Organization** City, ST (or Country if non-US)

Role Month Year – Month Year

* Limited list of relevant experiences or brief explanation of organization