

# Header Block

Name, Address, Phone Number, email

## Education Block

Schools, location, dates, key experiences, awards

## Skills Block

Itemized list of skills relevant to specific job you are applying for.

## Support Blocks (Proof)

Title: Experience, Date, location, company, position,

Scope: Describe the size and scale of the business you work for, provide background info on the company

Skills: The skills you developed that support the job you are applying for

Results: The specific results and accomplishment from your actions.

**Most relevant experiences to job first!**

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