**FIRST LAST — Resume Template 2025**

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**Professional Summary**

Results-driven \_\_\_\_\_\_\_\_ with X years of experience in \_\_\_\_\_\_\_\_. Passionate about \_\_\_\_\_\_\_\_.

**Experience**

Role | Company | Year–Year | City

• Achievement with metric.

• Achievement with metric.

**Education**

Degree | Institution | Year | City

**Skills**

Technical: [tool1], [tool2] | Soft: teamwork, communication

**Certifications**

Certification | Provider | Year

**References**

Available upon request.

**Consejos para personalizar**

• Use action verbs (led, improved, delivered).

• Quantify results when possible.