**Professional Profile**

**Jane M. Smith**

Physical Address (this isn’t required)  
City, State Zip (this isn’t required)  
phone number | email  
website, LinkedIn, etc.

If you decide to use this section, keep it short and relevant! A few sentences or a short paragraph. Make sure it reflects your brand and is interesting to the reader (which means, you may have to update it depending on the job you are applying for).

**Education**

**University of California, Berkeley** – Master of Information and Cybersecurity 2020 (anticipated)  
*Relevant Courses:*If you list relevant courses, be sure the titles make sense to the reader! Don’t list a course they wouldn’t know! Another section you could list instead of relevant courses is “focus areas”; if you do this section, be sure that your focus areas make sense together and don’t paint a picture of you as “unfocused”.

**University of Wisconsin, Madison** – Bachelor of Computer Science2010

**Certifications**

**Certified Information Systems Security Professional (CISSP)**, (ISC)2 Date

**Certified Ethical Hacker (CEH)**, EC-Council Date

**Security+**, CompTIA Date

**Skills and Tools**

* Programming: list your programming languages
* Security: list the security software you have experience with
* Operating Systems: list the operating systems you have worked in

**Experience**

**Business Name City, State**

*Title* date – date

* List your jobs from most recent to least recent.
* If you’ve been at one job for a long time or have a LOT of experience there (i.e., a lot of bullets), you can break up the bullets by subheadings such as “leadership & innovation”, “technical skills”, “projects”, etc.
* Start your descriptions with action verbs! Use implied first tense. Pay attention to verb tense- use present tense for your current job, and past tense for previous jobs.

**Business Name City, State**

*Title* date – date

* The most important thing you should do when writing your descriptions is to showcase your strengths, skills, and accomplishments. Do NOT just write what you did (i.e., what you were responsible for, what tasks you completed). Always include some element of why you did it, or how you did it, or who you did it with (i.e., how you collaborated or communicated), or what impact you made.
* Make sure descriptions are action oriented and talk mostly about what you did, not what the product was or what the project accomplished. Spoon-feed the reader; spell out why it is relevant.

**Business Name City, State**

*Title* date – date

* A good article to read to gain information about what to put in the description can be found here: <http://ti.me/1iEKMdM>