**Full Name**

*Your Degree/Professional Title, Your University (if applies)*

Email: full.name@email.com, LinkedIn: /linkedin-profile or your website’s URL

011 +52 (XXX)XXX-XX-XX, City, State, MX

Write a summary of what you have done (your achievements as a professional), two paragraphs maximum should be sufficient to include a high-level overview of your career. Try not to include more than 200 words. This is important for employers or whoever is evaluating this resume to create a picture about who you are and why you are a valuable person they should consider for the role you are applying for.

The first paragraph can contain sentences about your work experience, your area of specialization, and the type of roles you have had previously (you can include companies if they are well known). The second paragraph can include a list of specific professional competencies that are relevant for the role.

**SKILLS**

* **Relevant Category of Skills #1:** List of items related to this category.
* **Relevant Category of Skills #2:** List of items related to this category.
* **…**
* **Languages. Spanish**: Native Speaker. **English**:Business proficient**.**

**WORK EXPERIENCE**

**Month/Year to Present – Current Company** –

Provide a high-level description of the company, then a description of your accomplishments. A single paragraph is recommended.

**Current Role**

* **Project #1.** Description of this project, give data if you have it.
* **Project #2.** Description of this project, give data if you have it.
* …

**Previous role at the same company (if applies)**

* **Project #3.** Description of this project, give data if you have it.
* **…**

**Month/Year to Month/Year – Previous Company** – **Previous Role**

* ...

**RESEARCH & PUBLICATIONS (OPTIONAL)**

* Add any research, publications if applies**.**

**SIDE PROJECTS (OPTIONAL)**

* Describe other side projects you may have that are related to the role you are interested in. If it is a project that is not relevant for the position, then, add it as an extracurricular activity.

**EXTRACURRICULAR & VOLUNTEER ACTIVITIES (OPTIONAL)**

* Describe other activities that are not directly related to the position you are applying for but that you want to disclose to your possible future employer.

**General notes about a polished resume:**

* It includes data about what you have done.
* It is not larger than two pages.
* A picture of yourself is not needed (please avoid unprofessional photos).
* It is grammatically correct (ask for help from anyone in your network to review it).