[Your Name]

[City, State] | [Phone] | [Email] | [LinkedIn URL, optional]

SUMMARY

[Your current role] moving into [target role]. [Number] years of [the portable half of your work, for example scheduling, budgets or supplier management] across [scale, for example four sites]. Completed [course, certificate or project in the new field] and now looking to do that work full time.

RELEVANT SKILLS

- [Theme the new job needs, for example Project coordination]: [one line of evidence, for example ran schedules and deadlines for a team of 8 for three years].
- [Second theme, for example Reporting]: [one line of evidence, for example built the weekly report the team planned from].
- [Third theme, for example Working with clients or vendors]: [one line of evidence with a number].
- [A credential or tool the posting names]: [where you used it or when you earned it].

EXPERIENCE

[Job title], [Employer]
[City, State] | [Month Year] to Present

- [The most portable thing you did, in the new field's words, with a number].
- [A second portable result: time saved, errors cut, people coordinated or money managed].
- [A third portable result].
- [One line of context for the old field, if needed, without its jargon].

[Job title], [Employer]
[City, State] | [Month Year] to [Month Year]

- [A portable result with a number].
- [A second portable result].

[Earlier roles]
[Field], [Year] to [Year]

TRAINING

[Certificate or course in the new field], [Provider], [Month Year]
[A project from the course, in one line, if it shows the work]

EDUCATION

[Degree], [School], [City, State]

TOOLS

[Tools you could use tomorrow without help, especially any the posting names, for example Excel (pivot tables, XLOOKUP), Asana, Salesforce]