



First and Last Name
City, State Zip Code
phone number email address

PROFILE

This is an introduction about you that will help your reader understand why they should continue to read your resume. Your reader wants an idea of who you are and what you have to offer them so highlight the relevant and key capabilities that are applicable to the position you are applying for. You may customize as necessary for different jobs. This can be an effective way of highlighting experience that may be from earlier in your career that is important to the position you are targeting.)

(Then list the relevant skills and best assets you have to offer to the company and to the position in columns below)

Strengths	Talents
Attributes	Personality
Skills	Descriptors

PROFESSIONAL EXPERIENCE

Company Name, City, State
Job Title

Start Month, Year - Present

Write a few sentences about what the company does and a general overview of your position.

Accomplishments: (what was your work output? your contributions and results? include quantifiable data where you can)

- Increased productivity by X%, sales, efficiency, etc
- Decreased expenses, turnaround time by implementing new processes, etc
- Met budget, deadlines, objectives, etc
- Introduced idea, concept, plan, etc
- Created/Developed program, initiative, group, etc
- Spearheaded, Led, Organized, x-y-z, etc
- Performance review results/comments/feedback

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Continue above employment history format until all relevant positions are detailed. For positions over ten years ago and with less application to new job, can write briefer descriptions as identified below.

Company Name, City, State
Job Title

Start Month, Year - Present

Write only 1 -2 sentences about the company and a general overview of your position.

Company Name, City, State
Job Title

Start Month, Year - Present

Write only 1 -2 sentences about the company and a general overview of your position.

EDUCATION

Advanced Degree Title, College Name, City/State, Year Conferred
College Degree Title, College Name, City/Sate, Year Conferred
Other Career education (certifications, etc.)

PROFESSIONAL AFFILIATIONS OR VOLUNTEER WORK

Organization name and your role involvement
Organization name and your title involvement
Organization name and your role in volunteering

- References/Portfolio/Work Samples available upon request -