**NAME**

Telephone Number with Area Code  
E-Mail Address  
LinkedIn profile URL (optional)

***Professional Qualifications***

* Number of years of relevant work experience as requested in the preferred requirements.
* Specific accomplishments that demonstrate/prove your professional value to the company.
* Education, training or certifications relevant to the specific job.
* Soft skills (‘people’ skills or personality traits) that will contribute to the company’s success.
* Transferable skills (ability to do a certain task) that will contribute to the company’s success.

***Relevant Work Experience***

*(Work History: FT/PT/Temp/Intern/Volunteer; not to go beyond 15 years)*

**Job Title,** *Company Name*, City, State Dates (Month/Year – Month/Year)

Describe the major tasks you performed what you did while at this job. Begin each sentence with a past tense **action** word (unless currently working) and be as specific as possible.

***Recent Accomplishments***

* Describe accomplishments you achieved while at this job. Include stats or examples as available.
* Use bullets for each of these accomplishments.

**Job Title,** *Company Name*, City, State Dates (Month/Year – Month/Year)

Describe the major tasks you performed what you did while at this job. Begin each sentence with a past tense **action** word and be as specific as possible.

***Recent Accomplishments***

* Describe accomplishments you achieved while at this job. Include stats or examples as available.
* Use bullets for each of these accomplishments.

**Job Title,** *Company Name*, City, State Dates (Month/Year – Month/Year)

Describe the major tasks you performed what you did while at this job. Begin each sentence with a past tense **action** word and be as specific as possible.

***Recent Accomplishments***

* Describe accomplishments you achieved while at this job.
* Use bullets for each of these accomplishments.

***Education & Training***

**Degree or Certificate**, Name of Institution, City, State Year (if within the last 10 years)