Name

# **1 Any Street**

# **Anytown, Anywhere 12345**

**123.456.7890 • email address**

**LinkedIn URL**

### Summary

Include the 4 key elements that build a case for TARGET POSITION:

* 1) Functional Title & Level
* 2) Specific Areas of Functional Expertise
* 3) Strengths, Experience & Personal Attributes
* 4) Impact/Contribution towards organizations

**TECHNICAL SKILLS**

 (Optional - only if targeting a technical position)

|  |  |
| --- | --- |
| **Languages:** (categories may vary) |  |
| **Platforms:** |  |
| **Applications:** |  |
| **Databases:** |  |
| **Tools:** |  |
| **Additional:** |  |

### Professional Experience

(Start with most recent job first)

**Company Name**, Anytown, Anywhere **year - year**

**Job Title** year - year

Job Scope (optional - indicates overall dimensions/responsibilities of position)

* List specific accomplishments that support key descriptors in Summary. (Express accomplishments in terms of ACTIONS & RESULTS) (Guideline: at least 1 per year in position)

**Job Title** year - year

Job Scope (optional - indicates overall dimensions/responsibilities of position)

* List specific accomplishments that support key descriptors in Summary. (Express accomplishments in terms of ACTIONS & RESULTS) (Guideline: at least 1 per year in position)

### Education

 (Begin with highest level of achievement first)

### Degree, Major, Institution, Anytown, Anywhere (year - optional)

**PROFESSIONAL DEVELOPMENT**

 (Supporting target position)

Type of Certification/Training/License (year- optional)

### Professional associations

###  (Supporting target position)

**Title,** Organization Name, years

**OPTIONAL**

(Include any additional information supporting target position)

(e.g., volunteer/military exp, language fluency, computer skills)