

# NAME

City, ST | Phone | email address | LinkedIn URL

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## BRANDING HEADLINE (e.g. FINANCIAL ANALYST)

Insert a brief summary (4-6 lines) of the “professional you,” framed in a way that relates to where you are going. Answer the questions: What have you been doing? What is your occupation, environment, industry, length or breadth of experience, etc.? Include a maximum of three things. What are your strengths? Include only the skills you would like to use again. What are your work style and personal traits? What other attributes do you have? Include a skills inventory below.

## SKILLS

Key Skill | Key Skill

## EXPERIENCE

**COMPANY**, City, ST

Company description (optional)

Month Year – Month Year

**Job Title**, Month Year – Month Year

Provide a 1-2 sentence “job overview,” letting your target audience know what you were accountable for in this position.

- Accomplishment
- Accomplishment
- Accomplishment
- Accomplishment

**Previous Job Title**, Month Year – Month Year

Provide a 1-2 sentence “job overview,” letting your target audience know what you were accountable for in this position.

- Accomplishment
- Accomplishment
- Accomplishment

**COMPANY**, City, ST

Company description (optional)

Month Year – Month Year

**Job Title**, Month Year – Month Year

Provide a 1-2 sentence “job overview,” letting your target audience know what you were accountable for in this position.

- Accomplishment
- Accomplishment

(Continue this format for all positions within 10-15 years. For any older work, add pertinent content to the Additional Relevant Experience section, omitting dates unless necessary for your targeted role.)

### ADDITIONAL RELEVANT EXPERIENCE

**COMPANY, City, ST**  
Job Title

**COMPANY, City, ST**  
Job Title

### EDUCATION | TRAINING

**Degree, Field of Study**  
Institution, City, ST

**Previous Degree, Field of Study**  
Institution, City, ST

### PROFESSIONAL DEVELOPMENT | CERTIFICATIONS

Add any recent and relevant courses or certifications

### COMMUNITY INVOLVEMENT

Add volunteer work if relevant, or if it showcases your professional skills.

### ADDITIONAL INFORMATION

Professional Affiliations  
Presentations  
Patents, Technical Disclosures, etc.