**ARIAL NARROW**

|  |  |  |
| --- | --- | --- |
| C: 248.555.3600 | [email@att.net](mailto:email@att.net) | Address 1 |
| H: 248.555.2400 | linkedin.com/in/arialnarrow (optional) | Smalltown, MI 48178 |

**PROFESSIONAL IDENTITY1**  **PROFESSIONAL IDENTITY2 (OPTIONAL)**

***INDUSTRY1***  ***INDUSTRY2***  ***INDUSTRY3***  ***INDUSTRY4 (ALL OPTIONAL)***

**Sentence 1 leads with your professional identity (bolded)**, description of experience (or # years), and possibly a list of industries. Sentence 2 is an overarching statement of your brand – your unique promise of delivery. Sentence 3 can be a list of soft skills or personal values that describe your personal style. The Strengths section is a bulleted list of competencies, areas of expertise, key words/phrases. Alternatively, it can be titled “Key Achievements”, and contain a list of achievements.

**STRENGTHS (OPTIONAL SECTION)**

|  |  |  |
| --- | --- | --- |
|  Keyword/phrase |  Keyword/phrase |  Keyword/phrase |
|  Keyword/phrase |  Keyword/phrase |  Keyword/phrase |
|  Keyword/phrase |  Keyword/phrase |  Keyword/phrase |

**PROFESSIONAL EXPERIENCE**

COMPANY NAME, City, ST YYYY – Present

One-line company description with size/revenue information (optional).

**Job Title**

Summary of responsibilities/job scope information. Avoid words “Responsible for.” Include staff size, budget, reporting relationship, if relevant.

 Accomplishment statement – Lead with the result or action, using action verbs. Use numerals if possible.

 Accomplishment statement.

COMPANY NAME, City, ST YYYY - YYYY One-line company description with size/revenue information (optional).

**Job Title,** YYYY - YYYY

Summary of responsibilities, as above.

 Accomplishment statement – Lead with the result or action. Use numerals if possible.

 Accomplishment statement.

 Accomplishment statement.



**Job Title,** YYYY - YYYY Summary of responsibilities.

 Accomplishment statement – Lead with the result or action. Use numerals if possible.

 Accomplishment statement.

 Accomplishment statement.





**Job Title,** YYYY - YYYY Summary of responsibilities.

 Accomplishment statement – Lead with the result or action. Use numerals if possible.

 Accomplishment statement.

**ARIAL NARROW PAGE 2**

COMPANY NAME, City, ST YYYY - YYYY Company description

**Job Title,** YYYY - YYYY Summary of responsibilities.

 Accomplishment statement – Lead with the result or action. Use numbers if possible.

 Accomplishment statement.

 Accomplishment statement.

**Job Title,** YYYY - YYYY Summary of responsibilities.

 Accomplishment statement – Lead with the result or action. Use numbers if possible.

 Accomplishment statement.

**EDUCATION & TRAINING**

|  |  |
| --- | --- |
| UNIVERSITY OF MICHIGAN, ROSS SCHOOL OF BUSINESS | Ann Arbor, MI |
| **Master of Business Administration,** [Graduating,] 20XX | |
| UNIVERSITY | City, ST or Country |
| **Degree, Major, if relevant,** Year | |
| INSTITUTION, City ST | City, ST or Country if relevant |
| **Certification,** Year, if required | |
| COMPANY-SPONSORED TRAINING – Only if space and relevant | |

**ADDITIONAL SECTIONS – LANGUAGES, COMMUNITY LEADERSHIP, TECHNICAL SKILLS, MILITARY, PROFESSION AFFLIATIONS**

Must have a good case for including any of these extra sections. Lengthy patents, publications and presentations can go in a separate Addendum using the same font/style.