**NAME**

Address • City, ST 99999• 111-222-3333 • email@domain • linkedinaddress (optional)

**PROFESSIONAL IDENTITY1**  **PROFESSIONAL IDENTITY2 (optional)**

*Industry1*  *Industry2*  *Industry3*  *Industry4 (all optional)*

**Sentence 1 is your professional identity**, description of experience (# years optional), and 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. Sentence 4 is a bulleted list of competencies, areas of expertise, key words/phrases. Optionally, it can be a list of 3-6 key

achievements, with numeric results – one liners are best.

|  |  |  |
| --- | --- | --- |
|  Competency/Key Words |  Competency/Key Words |  Competency/Key Words |
|  Competency/Key Words |  Competency/Key Words |  Competency/Key Words |
|  Competency |  Competency |  Competency |

**PROFESSIONAL EXPERIENCE**

ORGANIZATION1, City, ST 2YYY – Present

**Title,** 2YYY – Present

 Job Scope Statement. Avoid words “Responsible for.” Include staff size, budget, reporting relationship, if relevant.

 Achievement - Begin with an action verb. Lead with the result or action, using action verbs. Use numerals if possible.

 Achievement

 Achievement

**Title,** 2YYY – 2YYY

 Job Scope Statement. Avoid words “Responsible for.” Include staff size, budget, reporting relationship, if relevant.

 Achievement - Begin with an action verb. Lead with the result or action, using action verbs. Use numerals if possible.

 Achievement

 Achievement

ORGANIZATION2, City, ST YYYY - YYYY

**Title**

 Job Scope Statement. Avoid words “Responsible for.” Include staff size, budget, reporting relationship, if relevant.

 Achievement - Begin with an action verb. Lead with the result or action, using action verbs. Use numerals if possible.

 Achievement

 Achievement

**NAME PAGE 2**

ORGANIZATION3, City, ST YYYY – YYYY

**Title**

 Job Scope Statement. Avoid words “Responsible for.” Include staff size, budget, reporting relationship, if relevant.

 Achievement - Begin with an action verb. Lead with the result or action, using action verbs. Use numerals if possible.

 Achievement

**EDUCATION & TRAINING**

|  |  |
| --- | --- |
| UNIVERSITY OF MICHIGAN, ROSS SCHOOL OF BUSINESS | Ann Arbor, MI |
| **Master of Business Administration,** Graduating, Year |
| UNIVERSITY | City, ST |
| **Degree or Coursework,** Year |
| INSTITUTION | City, ST |
| **Certification**/Course, Year, if relevant |

**[ADDITIONAL SECTION]**

VOLUNTEER EXPERIENCE, MILITARY EXPERIENCE, TECHNICAL SKILLS, PROFESSIONAL AFFILIATIONS, OR PATENTS/PUBLICATIONS/PRESENTATIONS (if list is

lengthy, suggest putting these in an addendum with same font/style). Must have a good case for including any of these extra sections.