

NAME

Street/P.O. Box Address
City, State Zip Code

e-mail address

Phone Number (area code)
Cell Phone Number

OBJECTIVE:

PROFESSIONAL PROFILE: (use no more than seven bullets and/or write a paragraph summary)

Paragraph Summary Formula: Adjective + Noun + Connector + Details

- number of years of experience in a field.
- top skill sets
- security clearance
- communication skills
- languages spoken
- relevant education and training
- applicable licenses and certificates
- experience with diversity
- comfort with technology
- professional characteristics (leadership, ability to work in stressful environments)
- selected accomplishments

KEY SKILL AREAS: (list between four and nine; optional section)

PROFESSIONAL EXPERIENCE

First skill area (list up to five)

- Use this formula when writing these bullets:
- Skill + Challenge/Problem/Task/Situation/Activity + Actions + Results
- Include your top one or two accomplishments in this skill area.
- Include numbers.
- Use keywords from the announcement and weave them into your own experiences.
- Write scope statements to give the employer a sense of the size of projects you have worked on or organizations you have worked for; the number of people supervised; the number of line items of warehouse items you have inventoried, etc.)

Second skill area (use parallel grammar for each skill area title)

- Use this formula when writing these bullets:
- Skill + Challenge/Problem/Task/Situation/Activity + Actions + Results
- Include your top one or two accomplishments in this skill area.
- Include numbers.
- Use keywords from the announcement and weave them into your own experiences.
- Write scope statements to give the employer a sense of the size of projects you have worked on or organizations you have worked for; the number of people supervised; the number of line items of warehouse items you have inventoried, etc.)

Third skill area (read the announcement to find which skill areas to list)

- Use this formula when writing these bullets:
- Skill + Challenge/Problem/Task/Situation/Activity + Actions + Results
- Include your top one or two accomplishments in this skill area.
- Include numbers.
- Use keywords from the announcement and weave them into your own experiences.
- Write scope statements to give the employer a sense of the size of projects you have worked on or organizations you have worked for; the number of people supervised; the number of line items of warehouse items you have inventoried, etc.)

EMPLOYMENT HISTORY (document at least ten years if you have it; use reverse chronological order)

Position Title , organization’s name, city, state or country	Month Year – Month Year
Position Title , organization’s name, city, state or country	Month Year – Month Year
Position Title , organization’s name, city, state or country	Month Year – Month Year
Position Title , organization’s name, city, state or country	Month Year – Month Year

EDUCATION (remember to indicate if the degree is not complete; use reverse chronological order)

Degree or certificate, name of university or college, city and state, graduation year
Degree or certificate, name of university or college, city and state, graduation year

TRAINING (only list training relevant to the job for which you are applying; use reverse chronological order)

- Name of the training, organization providing the training, date of the training
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CERTIFICATIONS/AFFILIATIONS/AWARDS (only list information relevant to the job for which you are applying; use reverse chronological order; delete this section if you need more room for any other section of this résumé; usually list only current certifications/affiliations)

- Name of certification, organization granting certification, date certificate awarded, expiration date
- Name of organization of affiliation, position within organization (member, vice president), dates of affiliation
- Name of award, name of agency granting award, date of award