

YOUR NAME

(859) 555-5555 | name@gmail.com | <http://www.linkedin.com/in/name>

TITLE OF POSITION SEEKING OR INDUSTRY TAGLINE

XYZ Professional with over ___ years of progressive experience in _____ dealing with _____ and _____ . Recognized for ability to.....

(This section is a good place to plug in industry/company keywords and phrases.)

Key Skill/Competency | Key Skill/Competency | Key Skill/Competency | Key Skill/Competency
Key Skill/Competency | Key Skill/Competency | Key Skill/Competency

EDUCATION

MA, year *(If recent.)*

University of Kentucky – Lexington, KY

BA, year *(Not necessary to provide year if graduated more than 5 years ago.)*

School Name – City, State

RELEVANT EXPERTISE

Sales & Marketing *(Select skill sets and order them according to relevance to the position you are seeking.)*

- Describe functional expertise as it relates to your current or former job experiences. Target hot skill sets and relevant accomplishments.
- e.g. Increased annual sales from \$8 million to \$13 million 2 years
- e.g. Initiated new marketing strategy to improve organizational image, resulting in increase of development funds by 20% over 1.5 years

Contract Negotiation

- Describe functional expertise as it relates to your current or former job experiences (highlight your skill leading to result)
- Describe functional expertise as it relates to your current or former job experiences
- Describe functional expertise as it relates to your current or former job experiences

Management & Leadership

- Describe functional expertise as it relates to your current or former job experiences
- Describe functional expertise as it relates to your current or former job experiences
- Describe functional expertise as it relates to your current or former job experiences

PROFESSIONAL EXPERIENCE

Employer, City, State (Year-Year) *(**If years are more than 10-15 years ago, consider leaving the dates off.)*

Title

- Describe summary of company/position in one clear and concise line.

Employer, City, State (Year-Year)

Title

- Describe summary of company/position in one clear and concise line.

Employer, City, State (Year-Year)

Title

- Describe summary of company/position in one clear and concise line.

Employer, City, State (Year-Year)

Title

- Describe summary of company/position in one clear and concise line.

Employer, City, State (Year-Year)

Title

- Describe summary of company/position in one clear and concise line.

COMMUNITY/CIVIC INVOLVEMENT

Name of Organization

Title

- Describe functional expertise as it relates to your current or former job experiences

Name of Organization

Title

- Describe functional expertise as it relates to your current or former job experiences