

YOUR NAME

Address, City, State, Zip Code
Home and Cell Phones
E-mail

Job Title You Desire

More than (# years paid and unpaid) work experience, in target area, contributing to an (achievement/result/high ranking in industry/top 5% of performance reviews). Add accomplishments, strengths, proficiencies, characteristics, education, brief testimonial — anything that supports your target job title.

PROFESSIONAL EXPERIENCE AND ACCOMPLISHMENTS

A TOP SKILL (Pertinent to objective and job requirements)

- An achievement illustrating this skill, and the location/employer of this skill*
- A second achievement illustrating this skill, and the location/employer of this skill*

A SECOND TOP SKILL (Pertinent to objective and job requirements)

- An achievement illustrating this skill, and the location/employer of this skill*
- A second achievement illustrating this skill, and the location/employer of this skill*

A THIRD TOP SKILL (Pertinent to objective and job requirements)

- An achievement illustrating this skill, and the location/employer of this skill*
- A second achievement illustrating this skill, and the location/employer of this skill*

A FOURTH SKILL (Optional — must relate to objective and job requirements)

- Detailed as above

A UNIQUE AREA OF PROFICIENCY (Pertinent to objective and job requirements)

- An achievement testifying to this proficiency, including the location/employer*
- A list of equipment, processes, software, or terms you know that reflect your familiarity with this area of proficiency
- A list of training experiences that document your qualifications and proficiency

EMPLOYMENT HISTORY

[dates]	Job Title	Employer, Location
[dates]	Job Title	Employer, Location
[dates]	Job Title	Employer, Location
[dates]	Job Title	Employer, Location

PROFESSIONAL TRAINING AND EDUCATION

Degrees, credentials, clearances, licenses, classes, seminars, training

* Omit locations/employers if your work history is obviously lacking in lockstep upward mobility