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Full Name
Mailing address • City, State, Zip code • phone number • email address

Career Profile

Broad overview of your career focus area, such as: Experienced management professional with a passion for leadership, team development and maximizing both efficiency and effectiveness.

Summary of Qualifications

- Bulleted list of career highlights relevant to the job for which you are applying
- Examples might include a general overview of experience in key areas
- Years of experience in the particular type of job, industry or work environment
- Information about the types of projects you have successfully headed-up
- Highlights of your career path that emphasize promotions or moves up
- Major accomplishments experienced throughout your career
- It could also include awards received, such as nominations for association awards

Key Accomplishments

Focus area (such as Project Management)

- Bulleted list of skills and accomplishments specific to this focus area
- Include information about your track record of success with the focus area
- Include examples of a few projects, specifying what you did and accomplished
- This could include job-related accomplishments, such as increasing profitability
- It could also be key benchmarks, such as exceeding production goals or improving retention

Focus area (such as Project Management)

- Again, list out details
- Specific to your accomplishments
- Related to a particular area of focus
- Relevant to the job
- Add additional focus areas as needed

Education

Most recent academic credential earned, field of study, College of University (City, State)
If applicable, earlier academic credential earned, field of study, College of University (City, State)

Work Overview

Job title, Company name (City, state)	length of time employed (months or years)
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