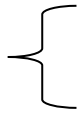


Name

City, State (OPTIONAL)

Telephone number • Professional Email address • LinkedIn Address (OPTIONAL)

JOB TITLE
COMBINED
WITH THE
BRANDING
STATEMENT
BECOME YOUR
HEADLINE.



Job Title (OPTIONAL)

BRANDING STATEMENT: Details how you can benefit the employer

HIGHLIGHTS OF QUALIFICATIONS

- Display major career accomplishments, awards and accolades that will impress the reader immediately within the first 6 seconds of scanning your resume
- Display security clearance, organization affiliations, or certifications of interest to the employer.
- What someone would say about you as a recommendation

CORE COMPETENCIES/ AREAS OF EXPERTISE (Taken from Tag Crowd)

- Keywords taken directly from the
- job description are added
- (THESE ARE YOUR TECHNICAL & TRANSFERABLE SKILLS)

RELEVANT EXPERIENCE

Major skill

- An accomplishment you are proud of that shows you are good at this skill
- A problem you solved using this skill, and the results
- A time when you used your skill to positively affect the organization, the bottom line, your boss, or your clients
- A project you are proud of that supports your job objective
- Quantifiable results that point out your skills
- An occasion when someone “sat up and took notice” because of your skill
- Awards, commendations, publications, etc. you achieved that relate to your job objective

Major skill

- SAME AS ABOVE

WORK HISTORY

Job Title , Company name, City, State	mm/20XX- present
Job Title , Company name, City, State	mm/20XX- mm/20XX
Job Title , Company name, City, State	mm/19XX- mm/20XX
Job Title , Company name, City, State	mm/19XX- mm/19XX

EDUCATION AND TRAINING

- **Degree**, Major (if relevant) 20XX (optional)
University City, State
- College/Training program attending, anticipate certificate/license and completion date
- List any relevant on-the-job training or relevant experience