

## Name

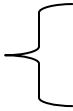
City, State (OPTIONAL)

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

**Job Title** (OPTIONAL)

**BRANDING STATEMENT:** Details how you can benefit the employer

**JOB TITLE**  
 COMBINED WITH  
 THE **BRANDING**  
**STATEMENT**  
 BECOME YOUR  
**HEADLINE.**



### HIGHLIGHTS OF QUALIFICATIONS (TARGET TO THE JOB ANNOUNCEMENT)

- 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
- Quantifiable achievements and skills

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

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

### WORK EXPERIENCE (Only go back 10 years for entry-level to mid-level positions.)

**Job Title**

Dates from mm/20XX- present

Company Name, City, State

- An accomplishment you are proud of that shows you are good at this profession
- A time you positively affected the organization, the bottom line, your boss, your co-workers, and/or your clients
- A project/ problem you are proud of that supports your job objective and the results achieved
- Quantifiable results that point out your skills

**Job Title**

Dates from mm/19XX- mm/20XX

Company Name, City, State

- An accomplishment you are proud of that shows you are good at this profession
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### EDUCATION AND TRAINING

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

