

## NAME

Telephone Number with Area Code

E-Mail Address

## Professional Qualifications

- Number of years of relevant work experience as requested in the preferred requirements
- Specific accomplishments that demonstrate/prove your professional value to the company
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- Education, training or certifications relevant to the specific job
- Soft skills ( 'people' skills or personality traits) that will contribute to the company's success
- Transferable skills (ability to do a certain task) that will contribute to the company's success

## Relevant Work Experience

(Work History: FT/PT/Temp/Intern/Volunteer; not to go beyond 15 years)

**Job Title**, Company Name, City, State

Dates (Month/Year – Month/Year)

- Describe the major tasks you performed what you did while at this job.
- Begin each sentence with a past tense **action** word and be as specific as possible.

### Recent Accomplishments

- Describe accomplishments you achieved while at this job, i.e. why what you *mattered*.
- Use bullets for each of these accomplishments.

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## Education & Training

Degree or Certificate, Name of Institution, City, State

Year (if within the last 10 years)

**Name**  
**000.000.000**  
**E-mail Address**

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**Position Applying For (optional)**

**Qualifications**

- Number of years of relevant work experience as requested in the preferred requirements
- Specific accomplishments that demonstrate/prove your professional value to the company
- Education, training or certifications relevant to the specific job

**Experience** (*Work History: FT/PT/Temp/Intern/Volunteer; if relevant not to go beyond 15 years*)

Job Title, Company name, City, State, Dates (Month/Year – Month/Year)

- Describe what you did while at this job.
- Begin each sentence with a past tense **action** word and be as specific as possible.
- Describe why what you did while on this job mattered.
- Bullet each of these accomplishments.

Job Title, Company name, City, State, Dates (Month/Year – Month/Year)

- Describe what you did while at this job.
- Begin each sentence with a past tense **action** word and be as specific as possible.
- Describe why what you did while on this job mattered.
- Bullet each of these accomplishments.

Job Title (Volunteer), Company name, City, State, Dates (Month/Year – Month/Year)

- Describe what you did while at this job, as well as the organization's mission.
- Begin each sentence with a past tense **action** word and be as specific as possible.
- Describe why what you did while on this job mattered.
- Bullet each of these accomplishments.

**Certifications**

- Certifications or trainings relevant to the specific job

**Education**

Degree or Certificate, Name of Institution, City, State and Year (if within the last 10 years)