# [FIRST LAST NAME]

[City, State] | [Phone] | [your.name@example.com] | [linkedin.com/in/yourname]

## PROFESSIONAL SUMMARY

[Target job title] with [number] years of experience in [two or three areas named in the posting]. [One sentence describing a signature result, with a number.] [One sentence on what you would bring to this employer.]

## SKILLS

[Skill from the posting] • [Skill from the posting] • [Skill from the posting] • [Skill from the posting]
[Skill from the posting] • [Skill from the posting] • [Skill from the posting] • [Skill from the posting]
Tools: [software or system] • [software or system] • [software or system]

## PROFESSIONAL EXPERIENCE

**[Official Title] ([plain-language function])** [Month Year] to [Month Year or Present]
*[Organization], [City, State]*

- [Action verb] [what you did] for [scale: people, dollars, items, or customers], resulting in [measurable result].
- [Action verb] [what you did] for [scale], resulting in [measurable result].
- [Action verb] [what you did] for [scale], resulting in [measurable result].
- [Action verb] [what you did] for [scale], resulting in [measurable result].

**[Official Title] ([plain-language function])** [Month Year] to [Month Year]
*[Organization], [City, State]*

- [Action verb] [what you did] for [scale], resulting in [measurable result].
- [Action verb] [what you did] for [scale], resulting in [measurable result].
- [Action verb] [what you did] for [scale], resulting in [measurable result].

**Earlier Experience** [Year] to [Year]
*[Title], [Organization]; [Title], [Organization]*

## EDUCATION AND TRAINING

**[Degree], [Field of study]**, [Institution], [Year]
**[Course or program name]** ([plain-language description, such as “a leadership and management program”]), [Year]

## CERTIFICATIONS AND CLEARANCE

[Certification], [Issuing organization], [Year earned; expiration date if any]
[Active Secret clearance, if relevant and current. Delete this line if it does not apply.]

## ADDITIONAL INFORMATION

[Languages, volunteer roles, professional memberships, or publications an employer would value. Delete this section if it does not apply.]