**[First+Last Name]**

[Email address]

[Phone number]

**SUMMARY OF QUALIFICATONS**

[Professional title] [Years’ experience in field (10+ max)] [Key skills & experience with numbers to back it up] 3-5 sentences.

**PROFESSIONAL EXPERIENCE**

[Workplace] – [City/state]

**[Job Title]** – [Dates worked mo/yr]

* [Job function or accomplishment. Start with action verb, describe at least 1 transferable skill, include numbers/metrics when possible]
* [Job function or accomplishment. Start with action verb, describe at least 1 transferable skill, include numbers/metrics when possible]
* [Job function or accomplishment. Start with action verb, describe at least 1 transferable skill, include numbers/metrics when possible]
* [Add more as needed. 3-6 bullets per job, with fewer as you go back]

[Workplace] – [City/state]

**[Job Title]** – [Dates worked mo/yr]

* [Job function or accomplishment. Start with action verb, describe at least 1 transferable skill, include numbers/metrics when possible]
* [Job function or accomplishment. Start with action verb, describe at least 1 transferable skill, include numbers/metrics when possible]
* [Job function or accomplishment. Start with action verb, describe at least 1 transferable skill, include numbers/metrics when possible]
* [Add more as needed. 3-6 bullets per job, with fewer as you go back]

[Workplace] – [City/state]

**[Job Title]** – [Dates worked mo/yr]

* [Job function or accomplishment. Start with action verb, describe at least 1 transferable skill, include numbers/metrics when possible]
* [Job function or accomplishment. Start with action verb, describe at least 1 transferable skill, include numbers/metrics when possible]
* [Job function or accomplishment. Start with action verb, describe at least 1 transferable skill, include numbers/metrics when possible]
* [Add more as needed. 3-6 bullets per job, with fewer as you go back]

**EDUCATION**

**[Institution Name], [**City/State]

[Degree achieved], [Date received mo/yr (omit if 10+ years back)]