

FIRST LAST NAME

123 Main Street
Anytown, State 00000

xxx-xxx-xxxx
EMAIL_address@XXXXXX.com

OBJECTIVE

Four or five sentences stating your goals and strengths. Focus on how you can benefit the company. Convey how you can help the company.

PROFESSIONAL EXPERIENCE

Company Name, City, ST.

YYYY – Present

One sentence description of company.

Job Title

One to two sentence description of your role and responsibility.

- Results, action, situation.
- Metrics are helpful to illustrate your contribution.
- Start your sentence with a strong action verb (championed, delivered, drove, implemented, etc)
- Example: Drove 25% net profit in Q4 2009 by revising the sales process to follow up on leads.
- Use 10 – 11 point font

Company Name, City, ST.

YYYY – YYYY

One sentence description of company.

Job Title

One to two sentence description of your role and responsibility.

- Results, action, situation.
-
-
-

Company Name, City, ST.

One sentence description of company.

YYYY – YYYY

Job Title

One to two sentence description of your role and responsibility.

- Results, action, situation.
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-
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Company Name, City, ST.

One sentence description of company.

YYYY – YYYY

Job Title

One to two sentence description of your role and responsibility.

- Results, action, situation.
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TECHNICAL SKILLS or KEYWORDS

Life Cycle Development
Communications
Business continuity
Sales
System Sales
Security
Ethics
Integrity

EDUCATION

State University, City, State
Bachelor of Sciences (BS), Business Administration (BA) (3.5/4.0 GPA)