

**Your Name**  
Your Street Address  
City, State, Zip Code  
Phone Number and/or Cell Number  
Email  
LinkedIn URL

### **Summary**

Identify the employer **Job Title** and a label of you that makes you an appropriate fit for the position. Then summarize the top three skills and qualifications you offer to the position you are seeking. This may include your recent or pending graduation in the field and two other top assets that match the employer job requirements.

### **Skills and Qualifications**

- Fourth top skill or qualification that matches the employer job requirements
- Fifth top skill or qualification that matches the employer job requirements
- Sixth top skill or qualification that matches the employer job requirements
- Additional skills or qualifications as needed based on the job requirements

### **Key Accomplishments**

- Top key accomplishment related to the job you are interested (preferably with numbers to quantify results of your efforts)
- Next key accomplishment

### **Volunteer Experience**

**Name of Company (non-paid)** **Month/Year to Month/Year**  
**Title of Position** **City, State**  
 Job scope includes duties which are relevant to the position being applied for

### **Work Experience**

**Name of Company** **Month/Year to Month/Year**  
**Title of Position** **City, State**  
 Job scope includes duties and key words which are relevant to the position being applied for (this may include additional accomplishment statements with numbers to quantify results)  
 Additional job duties relevant to the job opening of interest

### **Example**

**ACE Retail Corporation** **10/06 to 10/11**  
**Store Manager** **Ocala, FL**  
 **Managed all aspects of a mid-box retail store involving 125 employees and annual revenues of \$2.5M**

### **Education and Training**

School or College Year of Graduation  
Type of Degree City, State

### **Military Experience (If applicable)**

Branch of Service Honorable Discharge Veterans Preference