

# [First Name] [Last Name]

[Street Address], [City], [State] [Zip] | XXX.XXX.XXXX | [Email Address]

## Summary of Qualifications

[Overview of who you are professionally]

[Skill Area Expertise]

[Skill Area Expertise]

[Skill Area Expertise]

[Skill Area Expertise]

[Skill Area Expertise]

[Skill Area Expertise]

[Skill Area Expertise]

[Skill Area Expertise]

[Skill Area Expertise]

## Special Skills, Education and Training

[Degree, University]

**Specialized Training:** [include list of programs specific to your skill set]

**Business Training:** [include list of business skills programs related to leadership, training, organization, etc.]

**Technology:** [software and hardware knowledge]

## Accomplishments

- [Bullet 1]
- [Bullet 2]
- [Bullet 3]
- [Bullet 4]
- [Bullet 5]
- [Bullet 6]

## Project Management Experience

- [Bullet 1]
- [Bullet 2]
- [Bullet 3]

## Work History

[Most Recent Company Name], [City], [State]

[Dates of employment]

### [Job Title]

[Responsibilities related to most recent position]

[Prior Company Name], [City], [State]

[Dates of employment]

### [Job Title]

[Responsibilities related to prior position]

[Previous Company Name], [City], [State]

[Dates of employment]

### [Job Title]

[Responsibilities related to previous position]

## **Professional Affiliations, Memberships and Organizations**

[Group or organization]

[Group or organization]

[Group or organization]

[LinkedIn]

[Other social media sites]

[List any lectures, certifications, technical/specialized skills]

[List any volunteerism or community involvement]