

# NAME

ADDRESS, CITY, STATE ZIP CODE

Contact Phone: XXX-XXX-XXXX

Email Address: XXX@XXX.XXX

## POWER TITLE

(Trusted Advisor, Can-Do Attitude, Resourceful, and Committed)

Personal traits section which highlights who you are. One to two short paragraphs typically written in the third person.

### Highlights of Qualifications: (Examples)

**Financial Management**

**Customer Service**

**Project Management**

**Conflict Management**

**Leadership**

**Leading People & Change**

**Leveraging Diversity**

**Team Builder**

(Example format for work history with your most recent job first. Separate each work history bullet item with experience, and then add the month and year. Continue until 10 years of work history is captured.)

### EXPERIENCE

MM/YYYY; Hours per week worked; Title of Position; Last Promoted (MM/YYYY);  
Employment status (i.e. permanent or temporary employee); Company Name, Address, City,  
State, and Zip Code; Supervisor Name and Phone number; May / May not contact supervisor.

(Example bullets)

**Financial Management:**

**Customer Service:**

**Leading People & Change:**

**Leveraging Diversity:**

**Conflict Management:**

**Strategic Thinking:**

**General Responsibilities:**

# NAME

ADDRESS, CITY, STATE ZIP CODE

Contact Phone: XXX-XXX-XXXX

Email Address: XXX@XXX.XXX

## EXPERIENCE

MM/YYYY; Hours per week worked; Title of Position; Last Promoted (MM/YYYY);  
Employment status (i.e. permanent or temporary employee); Company Name, Address, City,  
State, and Zip Code; Supervisor Name and Phone number; May / May not contact supervisor.

## EDUCATION (list most recent degree/diploma)

Type/Title of Degree, Name of University

## PROFESSIONAL TRAINING AND CERTIFICATIONS

List training and certifications here

## MILITARY AWARDS

List Awards

## U.S. MILITARY SERVICE INFORMATION

Type of enlistment: MM/YYYY to MM/YYYY – Branch of service