

**YOUR NAME**

Address, City, State, Zip Code

Home and Cell Phones

E-mail

Objective: Position as \_\_\_\_\_ using your \_\_\_\_\_ (#) years of experience in skills key to target.

**SUMMARY OF QUALIFICATIONS**

Number of years in area of target position

Related education, training and accreditation

An achievement pertinent to objective

Qualifications that reinforce your candidacy for this position

Other accomplishments, characteristics, proficiencies

**SUMMARY OF SKILLS**

- Technical skills
- Processes
- Computer software

**ACCOMPLISHMENTS AND EXPERIENCE**

**Job Title, Top Qualifications Used**                      Employer, Location                      [dates]

**A Top Skill** (Pertinent to objective/requirements)

- Accomplishments made while in this position
- Several apt achievements from position, pertinent to this skill and the objective

**Another Skill** (Pertinent to objective)

- Several achievements pertinent to this skill and the objective

**Job Title, Top Qualifications Used**                      Employer, Location                      [dates]

**A Top Skill** (Pertinent to objective/requirements)

- Accomplishments made while in this position, even more detailed
- Several apt achievements from this position, similar to above

**Another Skill** (Pertinent to objective)

- Several achievements pertinent to this skill and the objective

**Job Title, Top Qualifications Used**                      Employer, Location                      [dates]

**A Top Skill** (Pertinent to objective/requirements)

- Accomplishments made while in this position
- Several apt achievements from position, pertinent to this skill and the objective

**Another Skill** (Pertinent to objective)

- Several achievements pertinent to this skill and the objective

**PROFESSIONAL TRAINING AND EDUCATION**

Degrees, accreditations, licenses, clearances, courses