

Your Name, BA (as appropriate)

City, ST

(HotLink to LinkedIn profile)

(999) 999-9999

you@service.com

Profile

No more than four lines describing you as a professional. Be concise, but thorough. Based on your "Me in 30 Seconds" elevator speech. Use power words, but no first-person pronouns. Echo job posting ("look like the job").

- Most important skill
- 2d most (for engineers)
- Variety of Office Equipment
- Second most important
- List from job posting
- Strong Phone Skills
- Do not wrap lines
- Combine if similar
- Look like job posting

Professional Experience

Current (most recent) Job Title

Year-Year

Employer, City, ST

- Achievement statement quantifying your accomplishment.
- EX: Consistently top sales person.
- EX: Rescued a deal - saving the member over \$3,000 in lower interest rate, total car sale, and getting the member an automobile with more amenities.
- Three to five achievement statements per position.

Next most recent Job Title

Year-Year

Employer, City, ST

- "Atta boy" or other recognition.
- Atta boys not necessarily formal.
- Keep the constructions "parallel", e.g., use periods or not.

Next most recent Job Title

Year-Year

Employer, City, ST

- Start with power verb and number (\$, %, hr, etc.) when possible (parallel).
- Look at annual evaluations for the boss's input.
- Verified applicant for adequate justification, meeting prerequisites, funding availability and job relationship.

Next most recent Job Title

Year-Year

Employer, City, ST

- 3-5 bulleted accomplishments for each position, suggested to not exceed two lines
- Another ...
- Highlight and delete any unused lines

Education

Colombia College. Area of study was Business Management
Pikes Peak Community College. General Studies with emphasis in Business Management and Computer Science.
T. H. Pickens Technical. Certificate of Computer Technology.
Major course of study, Graduated or degree(s) designation