

**NAME**

Street Address • City, State Zip  
Phone/Cell Phone number(s)  
Email Address  
LinkedIn address

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**CAREER PROFILE**

*The career profile is a written form of the Branding Statement. Lead off by stating who you are professionally. Then mention your key strengths and skills. Bullet point your areas of expertise that differentiate you from others in a similar search.*

**PROFESSIONAL EXPERIENCE**

**EMPLOYER, City, State**  
**Brief description of company**

**19 / 20 \_\_ - 20 \_\_**

**Job Title** (years from-to)  
Responsibility Statement  
*List Accomplishment statements here*

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**EMPLOYER, City, State**  
**Brief description of company**

**19\_\_ - 20\_\_**

**Job Title** (years from-to)  
Responsibility Statement  
*List Accomplishment statements here*

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**EMPLOYER, City, State**  
**Brief description of company**

**19\_\_ - 19\_\_**

**Job Title** (years from-to)  
Responsibility Statement  
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**EMPLOYER, City, State**  
**Brief description of company**

**19\_\_ - 19\_\_**

**Job Title** (years from-to)  
Responsibility Statement  
*List Accomplishment statements here*

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**EDUCATION**

*Begin with most recent; include degrees earned, name of university or college, city, state. No dates.*

**PROFESSIONAL DEVELOPMENT & TRAINING**

*List professional seminars attended and training sessions attended*

**TECHNICAL SKILLS**

*List computer applications.*

**AFFILIATIONS**

*List professional associations, civic organizations and other relevant memberships.*

**MILITARY**

*List military experience ,rank, no dates*

**OTHER**

*List languages, professional licenses, publications, honors, etc.*