**Name**

Physical Address • Phone Number • Email Address

**CAREER OBJECTIVE or COMPETENCIES**

OPTIONAL – brief summary of career goals, major competencies, marque accomplishments, and/or desired culture.

**PROFESSIONAL EXPERIENCE**

**Employer, City, State**

**Current Job Title Date - Present**

Include a brief description of your employer; consider total number of employees, service territory, revenue, major assets, customers served, unique details, and strategic or cultural descriptors. Include a brief description of the functional areas you lead, number of employs on your team, and financial responsibilities like budget.

***Key Accomplishments:***

* Include bullets that highlight specific accomplishments. Consider quantifying your claims of success utilizing performance metrics/KPIs typically utilized in your discipline.
* Multiple bullets preferred.
* Keep bullets succinct.

**Previous Job Title Date - Date**

Include a summary of responsibilities and defining supervisory roles, projects, or duties to fully describe your role.

***Key Accomplishments:***

* Include bullets that highlight specific accomplishments. Consider quantifying your claims of success utilizing performance metrics/KPIs typically utilized in your discipline.
* Multiple bullets preferred.
* Keep bullets succinct.

**Employer, City, State**

**Job Title Date - Date**

Include a brief description of your employer; consider total number of employees, service territory, revenue, major assets, customers served, unique details, and strategic or cultural descriptors. Include a brief description of the functional areas you led, number of employs on your team, and financial responsibilities like budget.

***Key Accomplishments:***

* Include bullets that highlight specific accomplishments. Consider quantifying your claims of success utilizing performance metrics/KPIs typically utilized in your discipline.
* Multiple bullets preferred.
* Keep bullets succinct.

**Previous Job Title Date - Date**

Include a summary of responsibilities and defining supervisory roles, projects, or duties to fully describe your role.

***Key Accomplishments:***

* Include bullets that highlight specific accomplishments. Consider quantifying your claims of success utilizing performance metrics/KPIs typically utilized in your discipline.
* Multiple bullets preferred.
* Keep bullets succinct.

**Previous Job Title Date - Date**

Include a summary of responsibilities and defining supervisory roles, projects, or duties to fully describe your role.

***Key Accomplishments:***

* Include bullets that highlight specific accomplishments. Consider quantifying your claims of success utilizing performance metrics/KPIs typically utilized in your discipline.
* Multiple bullets preferred.
* Keep bullets succinct.

**ADDITIONAL CAREER ACHEIVEMENTS:** Previously held the position of **Job Title** and **Job Title** for **Employer Names**.

**BOARD AND COMMUNITY SERVICE**

**Organization Name Date– Date**

**Board member and/or member of Specific Committees**

**Organization Name Date – Date**

**Board member and/or specific Board role**

**Community Organization or Activity Date – Date**

**Roles/accomplishments**

**EDUCATION**

**MBA,** Name of University, City, State **Date – Date**

**BS, Specific Field of Study,** Name of University, City, State **Date – Date**

**CERTIFICATIONS / TRAINING / MILITARY SERVICE / PERSONAL INTERESTS**

Optional list of professional certifications, additional training, military service, and/or personal interests you view as potentially beneficial to making a connection with your desired employer.

**REFERENCES PROVIDED UPON REQUEST**