[First Name], [Last Name]
[Contact phone] | [dedicated PJP email address]

SUMMARY OF QUALIFICATIONS
[this paragraph is a summary narrative of your experience and what you can accomplish for the client]
[This paragraph is a list of your personal skill sets, technical and soft/human skills]
[This paragraph is listing your total experience and bullet point brag statements]
[- Brag] <- add as many as possible
[- Certification] <- add as many as possible

SPECIALITIES
[Key word list of your specialties, subjects]

SKILLS AND EXPERIENCE
[List a Single Skill-1, i.e. LEADERSHIP]
[brag statements about the things you have done for Skill-1]

[List another Single Skill-2, i.e. CYBERSECURITY]
[brag statements about the things you have done for Skill-2]

[List another Skill-3 area, i.e. BUSINESS/SYSTEM ANALYSIS]
[brag statements about the things you have done for Skill-3]

TECHNICAL DELIVERIES
[Brag list of technical deliveries, using the technical keywords]

BUDGETING
[Brag list of budget management if you have managed budgets)

GROUP LEADERSHIP
[Brag list of groups you have led]

[TOPIC]
[Brag list of things you have done in this topic]

WORK EXPERIENCE

[Company] <- Repeat as necessary
[Title]
[Start Date] – [End Date]/[Present] <- current job

- [List of duties]
- [List of duties]

[Narrative of the duties performed as this title for this company for this time]
[Technologies used in project]
[technologies used to manage project]

[Older than date] <- used for work prior to current role i.e. college jobs, etc.
[start year] – [end year]

- [summary of activities or jobs held]

Education
[Institution] [Degree] [Year graduated]
[awards or other academic accomplishments]

Certifications
[Certification] [Certification Issuer]
[Certification] [Certification Issuer]
[Certification] [Certification Issuer]

Client List
[List large organizations that you provided services] <- Counties, States, Counties, Cities

*** Plain text is optimal (easiest to modify)
Word is next (because recruiters will ask for a word resume)
PDF version is to submit to job boards and ATS systems