

NAME K. LAST

DESIRED JOB TITLE | ADDITIONAL JOB TITLE THAT INDICATES EXPERIENCE
EXAMPLE: HR BUSINESS PARTNER | EXECUTIVE COACH | ORGANIZATIONAL DEVELOPMENT
City, State | (555) 555 – 5555 | Email@sample.com | linkedin.com/in/example

HIGHLIGHTS

- [Adjective] [Prospective Job Title] with [#] years of experience in Skill 1, Skill 2, Skill 3 in the [Type of] industry.
 - Ex. Strategic and dedicated human resources leader with over 11 years of experience in performance management, leadership coaching, and organizational development in the technology industry.
- Value packed metric-filled accomplishment

EXPERIENCE

[Employer Name] | MM/YYYY – Present

Job Title | Location City, State | Short description (2 lines) of your work. This is the “what you were hired for” information. Include keywords from the job posing

- List 3-5 accomplishments for the position. Format: [What you did] + [Quantified results including impact]
- Ex. Develop a cohesive on-boarding process for the remote workforce to enhance employee engagement in 3 months
- Ex. Consulted on a cross-functional change management team responsible to centralize HR function across the US impacting over 400 HR employees minimally impacting the 17,000 distributed [company] employees
- Ex. Evaluated qualitative and quantitative training data to develop and execute the annual \$1.5 million training plan 3 months ahead of schedule contributing to an 11.6% increase in the annual employee engagement survey in 2 years

[Employer Name] Employer Example with Multiple Positions Held | MM/YYYY– MM/YYYY

Most Recent Title | Location City, State | Short Job Description

- List 3-5 accomplishments for the position. Format: [What you did] + [Quantified results including impact]

Job Title | Location City, State | Short Job Description

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Job Title (if older than 10 years, no need for bullets) | Location City, State | Short Job Description

Relevant Employer Name (experience 10+ years ago) | MM/YYYY– MM/YYYY

Most Recent Title | Location City, State | Short Job Description

(Use this one if you have relevant experience at an older employer. Your entire employer history doesn't need to be included, so if it's not as significant as the rest of your work history you can also leave it off.)

EDUCATION

- **University Name** | Degree, Major Do not include year graduated
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SKILLS (OK if repeated from Highlight Section. Should have any relevant skills from posting, about 9-12)

- Skill
- Skill
- Skill
- Skill
- Skill
- Skill

ACHIEVEMENTS (optional)

- **Award** | Company Name, Date
- **Award** | Company Name, Date