

# YOUR NAME

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## TITLE OF POSITION SEEKING OR INDUSTRY TAGLINE

**XYZ Professional** with over \_\_\_ years of progressive experience in \_\_\_\_\_ dealing with \_\_\_\_\_ and \_\_\_\_\_ . Recognized for ability to.....

*(This section is a good place to plug in industry/company keywords and phrases.)*

Key Skill/Competency | Key Skill/Competency | Key Skill/Competency | Key Skill/Competency  
Key Skill/Competency | Key Skill/Competency | Key Skill/Competency

## EDUCATION

**MA**, year *(If recent.)*

University of Kentucky – Lexington, KY

**BA**, year *(Not necessary to provide year if graduated more than 5 years ago.)*

School Name – City, State

## RELEVANT EXPERTISE

**Sales & Marketing** *(Select skill sets and order them according to relevance to the position you are seeking.)*

- Describe functional expertise as it relates to your current or former job experiences. Target hot skill sets and relevant accomplishments.
- e.g. Increased annual sales from \$8 million to \$13 million 2 years
- e.g. Initiated new marketing strategy to improve organizational image, resulting in increase of development funds by 20% over 1.5 years

### Contract Negotiation

- Describe functional expertise as it relates to your current or former job experiences (highlight your skill leading to result)
- Describe functional expertise as it relates to your current or former job experiences
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### Management & Leadership

- Describe functional expertise as it relates to your current or former job experiences
- Describe functional expertise as it relates to your current or former job experiences
- Describe functional expertise as it relates to your current or former job experiences

## PROFESSIONAL EXPERIENCE

**Employer**, City, State (Year-Year) *(\*\*If years are more than 10-15 years ago, consider leaving the dates off.)*

*Title*

- Describe summary of company/position in one clear and concise line.

**Employer, City, State (Year-Year)**

*Title*

- Describe summary of company/position in one clear and concise line.

**Employer, City, State (Year-Year)**

*Title*

- Describe summary of company/position in one clear and concise line.

**Employer, City, State (Year-Year)**

*Title*

- Describe summary of company/position in one clear and concise line.

**Employer, City, State (Year-Year)**

*Title*

- Describe summary of company/position in one clear and concise line.

## **COMMUNITY/CIVIC INVOLVEMENT**

**Name of Organization**

*Title*

- Describe functional expertise as it relates to your current or former job experiences

**Name of Organization**

*Title*

- Describe functional expertise as it relates to your current or former job experiences