

NAME

City/Town, State
first.lastname@email.com

000.000.0000
www.linkedin.com/in/firstlastname

BRANDING TITLE | PROFESSIONAL OR FUNCTIONAL TITLE OR LEVEL

State your case. Explain and back up your branding statement. Include additional information that would be important for the reader to know. Naturally he/she would want to know your expertise in your field/function, your **Hard Skills**. Again, this is your specific expertise/knowledge in your field. (**NOTE: Information noted in this area MUST be supported in your Professional Experience to prove your brand statements.**)

Remember to address your **Soft Skills**—any additional strengths, experience & attributes that make you successful in the type of role you are targeting. Use short, digestible paragraphs and keep your summary to 6 lines or less.

- List Key Competencies
- This Format is Great for
- Here in This Section
- Even-Numbered Lists

PROFESSIONAL EXPERIENCE

NAME OF COMPANY, Anyplace, Anywhere

20XX to 20XX

Title

Your Job Scope Statement is not required but can help to position and differentiate you for the type of role you are targeting. When employers see job titles, they are trying to determine where you fit in their organization (level and scope of your position). This allows you to provide additional info about your position.

- These are bullet or accomplishment statements that highlight how you contributed to the success of the organization
- The easiest thing to do is look at ads for positions you're targeting and develop a list of knowledge, skills, and expertise that meet the needs of the position. Then, if you have that knowledge, skill and or ability, build a STAR (The STAR method is a structured manner of discussing the specific **S**ituation, **T**ask, **A**ction, and **R**esult of the situation you are describing.) story that explains an example of your experience. Bullets should articulate ACCOMPLISHMENTS, how you contributed to company success. Accomplishments have 2 parts: Action, starting with active verb, and Result

EDUCATION

Write out full name of your degree; also list Minors and Concentrations.

Masters of Science, Project Management, Saint Mary's University, Minneapolis, Minnesota 20XX to 20XX

Bachelor of Arts (BA), Subject, Saint Mary's University, Winona, Minnesota

Other possible information to include: Study Abroad experiences, Relevant Coursework, or Academic Awards and Honors (i.e. Dean's List etc.).

ADDITIONAL RELEVANT EXPERIENCE / ACTIVITIES / LEADERSHIP

Professional Clubs, Organizations, Memberships, Community Service, Volunteer, Professional Development: Offices Held, (20XX – 20XX) If more than one office held follow the format for a professional job and list the organization name with dates of involvement.