YOUR NAME

512-555-5555 | yourname@gmail.com | www.linkedin.com/in/yourname | Austin, TX 78750

– JOB TITLE OR TARGET –

Describe the benefit you bring to the employer. May include years of experience in the field, top 3 selling assets. It should align with the skills and values listed in the job description. When you read your statement, you think, *this describes me perfectly!* Try for three lines of text.

Keyword | keyword | keyword | keyword | keyword | keyword
keyword | keyword | keyword | keyword
keyword | keyword | keyword | keyword | keyword

– SELECT ACCOMPLISHMENTS –

- **CAR statement**. The most relevant accomplishment that proves you can do the job listed in the job description.

- **CAR statement.** The second most relevant accomplishment that proves you can do the job listed in the job description.

- **CAR statement.** The third most relevant accomplishment that proves you can do the job listed in the job description.

– PROFESSIONAL EXPERIENCE –

COMPANY NAME – Austin, TX   00/0000 – 00/0000

Short description of the company or, if a large org like DELL or IBM, describe the department you worked in.

Job Title

- Bullet emphasizing primary responsibilities most relevant to the role you are seeking. You can match items directly from the job description that apply to your work experience.
- Bullet showing specific and measurable result (CAR statement). Use numbers to quantify and **bold to highlight a specific result.** Usually two lines, but no more than three lines of text.
- Choose either of the first two bullet options with the understanding that CAR statements may be a more effective way to stand out.
- Competencies: keyword, keyword, keyword, keyword, keyword.

Previous Job Title

- Bullet emphasizing primary responsibilities most relevant to the role you are seeking. You can match items directly from the job description that apply to your work experience.
- Bullet showing specific and measurable result (CAR statement). Use numbers to quantify and **bold to highlight a specific result.** Usually two lines, but no more than three lines of text.
- Choose either of the first two bullet options with the understanding that CAR statements may be a more effective way to stand out.
- Competencies: keyword, keyword, keyword, keyword, keyword.

COMPANY NAME – Austin, TX   00/0000 – 00/0000

Short description of the company or, if a large org like DELL or IBM, describe the department you worked in.

Job Title

- Bullet emphasizing primary responsibilities most relevant to the role you are seeking. You can match items directly from the job description that apply to your work experience.
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- Choose either of the first two bullet options with the understanding that CAR statements may be a more effective way to stand out.
- Competencies: keyword, keyword, keyword, keyword, keyword.

COMPANY NAME – Austin, TX   00/0000 – 00/0000

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COMPANY NAME – Austin, TX   00/0000 – 00/0000

Short description of the company or, if a large org like DELL or IBM, describe the department you worked in.

Job Title

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- Competencies: keyword, keyword, keyword, keyword, keyword

– EDUCATION & TRAINING –

Name of Your Degree, Major

Name of University – City, State

Other Professional Training | Other Professional Training

– PROFESSIONAL & COMMUNITY SERVICE –

NAME OF PROFESSIONAL OR COMMUNITY VOLUNTEER WORK – Austin, TX   00/0000 – 00/0000
Volunteer Title

- Emphasize a relevant, transferable skill.