**[Your Name]**

[Phone Number] │ [City, State] │ [email address]

# [Title You Are Applying For] │ [Subtitle if Applicable]

[Summary Statement:

4-5 lines of text that include

key skills and accomplishments

relevant to the position

you are applying to]

**Areas of Expertise**

**[Skill] – [Skill] – [Skill] – [Skill]**

**[Skill] – [Skill] – [Skill] – [Skill]**

**[Skill] – [Skill] – [Skill] – [Skill]**

**Highlights of Qualifications**

**[Qualification**]: [Accomplishment]

**[Qualification**]**:** [Accomplishment]

**[Qualification**]**:** [Accomplishment]

**[Qualification**]**:** [Accomplishment]

**Professional Overview**

**[Military Branch] [Date – Date]**

**[Unit] (Date-Date)**

**[Title], [Title if Applicable], [Title if Applicable]**

[Describe Role]

* [Accomplishment]
* [Accomplishment]
* [Accomplishment]
* [Accomplishment]

**[Unit] (Date-Date)**

**[Title] │ [Title if Applicable], [Title if Applicable]**

[Describe Role]

* [Accomplishment]
* [Accomplishment]
* [Accomplishment]
* [Accomplishment]

**[Employer] [Date – Date]**

**[Title], [Title if Applicable], [Title if Applicable]**

[Describe Role]

* [Accomplishment]
* [Accomplishment]
* [Accomplishment]
* [Accomplishment]

**[Your Name]** Page 2

**[Employer] [Date – Date]**

**[Title], [Title if Applicable], [Title if Applicable]**

[Describe Role]

* [Accomplishment]
* [Accomplishment]
* [Accomplishment]
* [Accomplishment]

**Military Experience**

**[Military Branch]**

**[Last Title Held]** [(Retired) Include if Applicable]

Titles held include: [Titles held]

* [Accomplishment]
* [Accomplishment]
* [Accomplishment]
* [Accomplishment]

**Education and Certifications**

**[University Name]** – [Degree, Subject]

**[University Name]** – [Degree, Subject]

**[University Name]** – [Degree, Subject]

**Professional Development**

[Certification]

[Certification]

[Certification]