**YOUR NAME**

512-555-5555 | [yourname@gmail.com](mailto:yourname@gmail.com) | [www.linkedin.com/in/yourname](http://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.

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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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* 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**

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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**

* 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.
* 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.