CANDIDATE NAME

123 Any Street

Any City, CO 12345

111-222-3333 ⚫ [me@aol.com](mailto:me@aol.com)

PROFESSIONAL PROFILE

* List special accomplishments such as sales increases
* Describe leadership abilities
* List unusual or specialized skills or training

PROFESSIONAL EXPERIENCE

CURRENT COMPANY, Any City, OK 2003 – Present

*Description of Company*

Job Title

* *Example:* Key responsibilities listed by a quantifiable context (i.e. Sales Manager for North American operations - $200M in sales and 300 employees)
* *Example:* Reduced distribution costs over $25M by adding 3 new distribution centers in the last 2 years
* *Example:* Increased sales by 150% from $80M to $200M over the last 6 years as Sales Manager
* Describe the supervisory or management role that you may play

PRIOR COMPANY or SAME COMPANY, Another City, CO 1996 – 2003

*Description of Company (If Needed)*

Job Title or Previous Position in same company

* List key responsibilities you held in this position along with the size and scope
* Describe what you have done to bring value to the company such as a key project accomplished
* List any sales increases you have obtained or ways you have reduced expenses, quantifiably
* Describe the supervisory or management role that you held

COMPANY BEFORE THAT, Any Where, CO 1993 – 1996

Job Title

* List key responsibilities and accomplishments
* List any sales increases you have obtained or ways you have reduced expenses, quantifiably

EDUCATION

COLLEGE OF UNIVERSITY NAME, College Town, OK 2003

DEGREE — Major Field of Study

* Concentration
* GPA

LICENSES & CERTIFICATIONS

* Include any licenses or Certificates you hold (if any)

GROUPS & ASSOCIATIONS

* Championship Livestock Judging Team
* Local City Council
* Accomplished Public Speaker – Chair regional Toastmasters

AWARDS & HONORS

* Certificate of Excellence from an employer or school
* Salesman of the Year, 1999
* Elected Chairman of the Board