FRANKLIN GOTHIC

**PROFESSIONAL TITLE**

555.555.5555

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10 Main St, Ann Arbor, MI

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**PROFESSIONAL PROFILE**

Sentence 1: Professional identity/title + high level description of experience + industries. Sentence 2 is an overarching statement of your brand – your unique promise of delivery. Sentence 3 can be a list of soft skills or personal values that describe your personal style.

**EXPERIENCE**

**ORG NAME**

**Job Title** | City, ST | Year – Present

* Job Scope Statement. Avoid words “Responsible for.” Include staff size, budget, reporting relationship, if relevant.
* Achievement - Begin with an action verb. Lead with the result or action, using action verbs. Use numerals if possible.
* Achievement 2 - Begin with an action verb. Lead with the result or action, using action verbs. Use numerals if possible.

**ORG NAME**

**Job Title** | City, ST | Year – Year

* Job Scope Statement. Avoid words “Responsible for.” Include staff size, budget, reporting relationship, if relevant.
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**ORG NAME**

**Job Title** | City, ST | Year – Year

* Job Scope Statement. Avoid words “Responsible for.” Include staff size, budget, reporting relationship, if relevant.
* Achievement - Begin with an action verb. Lead with the result or action, using action verbs. Use numerals if possible.
* Achievement 2 ­­­­- Begin with an action verb. Lead with the result or action, using action verbs. Use numerals if possible.

**ADDITIONAL**

VOLUNTEER EXPERIENCE, MILITARY EXPERIENCE, PROFESSIONAL AFFILIATIONS, OR PATENTS/PUBLICATIONS/PRESENTATIONS

(if list is lengthy, suggest putting these in an addendum with same font/style). Must have a good case for including any of these extra sections.)

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**TECHNICAL SKILLS**

Tech Skill 1

Tech Skill 2

Tech Skill 3

Tech Skill 4

Tech Skill 5

Tech Skill 6

**SKILLS & QUALIFICATIONS**

KEYWORD1

KEYWORD2

KEYWORD3

KEYWORD4

KEYWORD5

KEYWORD6

KEYWORD7

KEYWORD8

KEYWORD9

**EDUCATION**

**DEGREE**

**University of Michigan,   
Ross School of Business**

YYYY (optional)

**DEGREE**

**Intitution**

YYYY (optional)