**FIRST LAST**

[email@umich.edu](mailto:email@umich.edu) • 111.111.1111 • LinkedIn link (optional)

111 Street Address (optional), City, ST 11111

**TITLE1** • **TITLE2** • **TITLE3**

**Your professional identity** should be described in the first sentence of your summary, i.e., a job title leaned in the direction in which you want to go, with a description of experience (# years optional), and list of 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. Below this is a bulleted list of competencies, areas of expertise, key words/phrases. Optionally, for executives, it can be a list of 3-6 one-line key achievements, with numeric results:

Keyword/Phrase • Keyword/Phrase • Keyword/Phrase • Keyword/Phrase • Keyword/Phrase • Keyword/Phrase

Keyword/Phrase • Keyword/Phrase • Keyword/Phrase • Keyword/Phrase • Keyword/Phrase • Keyword/Phrase

Keyword/Phrase • Keyword/Phrase • Keyword/Phrase • Keyword/Phrase • Keyword/Phrase • Keyword/Phrase

**PROFESSIONAL EXPERIENCE**

**COMPANY NAME –** City, ST 20XX – Present

*Brief one-line description of company if not well known.*

**JOB TITLE, Group, if relevant** | *20XX-Present*

Job Scope Statement (optional). Avoid words “Responsible for.” Include staff size, budget, reporting relationship, if relevant.

* Achievement - Begin with an action verb. Lead with the result or action. Use numerals if possible. Periods at the end of sentences optional as long as you’re consistent.
* Achievement - Begin with an action verb. Lead with the result or action. Use numerals if possible.
* Achievement - Begin with an action verb. Lead with the result or action. Use numerals if possible.

**JOB TITLE, Group, if relevant** | *20XX-20XX*

Job Scope Statement (optional). Avoid words “Responsible for.” Include staff size, budget, reporting relationship, if relevant.

* Achievement - Begin with an action verb. Lead with the result or action. Use numerals if possible.
* Achievement - Begin with an action verb. Lead with the result or action. Use numerals if possible.

**JOB TITLE, Group, if relevant** | *20XX-20XX*

* Achievement - Begin with an action verb. Lead with the result or action. Use numerals if possible.
* Achievement - Begin with an action verb. Lead with the result or action. Use numerals if possible.

**COMPANY NAME –** City, ST 20XX – 20XX

*Brief one-line description of company if not well known.*

**JOB TITLE, Group, if relevant** | *20XX-20XX*

**JOB TITLE, Group, if relevant** | *20XX-20XX*

**COMPANY NAME –** City, ST 20XX – 20XX

*Brief one-line description of company if not well known.*

**JOB TITLE, Group, if relevant** | *20XX-20XX*

**JOB TITLE, Group, if relevant** | *20XX-20XX*

**EDUCATION**

**UNIVERSITY OF MICHIGAN, ROSS SCHOOL OF BUSINESS** – Ann Arbor, MI 20XX (date optional)

**Degree**

* Concentration in XXX (optional)
* Leadership roles; noteworthy achievements (optional)

**UNIVERSITY NAME** – City, ST 20XX (date optional)

**Degree**

**optional section: ADDITIONAL / VOLUNTEERISM / technical skills**

* Additional item
* Additional item