**FIRST LAST**

Mailing address | phone number | email address | LinkedIn link

**JOB TITLE YOU SEEK**

**PROFESSIONAL EXPERIENCE**

**FORMAL JOB TITLE START MONTH YEAR- END MONTH YEAR**

**Employer Name Salary and Rate (Biweekly, monthly, yearly)**

**Employer Address XX hours per week**

**Supervisor name Contact supervisor (yes, no, contact first)**

**CORE COMPETENCY:** Bullet point with accomplishment and result that most closely aligns with target job Use this format:(Active Verbed) (this set of soft skills or applicable knowledge) to accomplish (this applicable feat). Resulted in (this achievement) as signified by a #, %, $, change, or award. Try to incorporate a phrase from the assessment question.

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**EDUCATION**

Highest Degree, Area of Concentration, Name of Institution

Additional information requested in job listing like GPA or coursework.

Next Highest Degree, Area of Concentration, Name of Institution

Additional information requested in job listing like GPA or coursework.

Next Highest Degree, Area of Concentration, Name of Institution.

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**SECURITY CLEARANCE**

Which clearance do you have?

**JOB RELATED LICENSES AND CERTIFICATIONS**

**\*** name of certification

\* name of certification

\* name of certification