

[N A M E]

ADDRESS

CELL PHONE • HOME PHONE

EMAIL ADDRESS

(2-4 compelling sentences about the types of experience and the specific skill set that you have to offer an employer.)

OBJECTIVE

(One sentence description of what you are looking for, specifically focusing on: title, industry, company revenue size and location, and a brief statement about what you'd be looking to accomplish for an organization based on your skill set.)

ACCOMPLISHMENTS (WHAT CAN I BRING TO A BUSINESS)

(List 3 to 5 of your most significant accomplishments.)

TARGET COMPANIES

(List specific companies that you would like to be introduced to. Also, consider making note of the ideal size (by approximate revenue range and employee size), industry and location of companies that you would be interested in.)

EMPLOYMENT & EDUCATION SUMMARY

(List key companies with title or function and industry)

Do Not Exceed One Page