**SUMMARY OF QUALIFICATIONS**

* # years progressively responsible experience as
* Extensive and up-to-date knowledge of
* Skilled at
* Able to
* Consistently recognized as

**RELEVANT SKILLS AND EXPERIENCE**

**Most Important Transferrable Skill**

* Accomplishment statement beginning with a past tense action verb
* Accomplishment statement beginning with a past tense action verb
* Quantify whenever possible
* List statements in order of importance

**Important Transferrable Skill**

* Accomplishment statement beginning with a past tense action verb
* Accomplishment statement beginning with a past tense action verb
* Quantify whenever possible
* List statements in order of importance

**Important Transferrable Skill**

* Accomplishment statement beginning with a past tense action verb
* Accomplishment statement beginning with a past tense action verb
* Quantify whenever possible
* List statements in order of importance

**EDUCATION**

**Type of Degree, Subject or Major** (date awarded)

Name of School, City, State

**EMPLOYMENT HISTORY**

**JOB TITLE**, Employer, City, State (yyyy - yyyy)

**JOB TITLE**, Employer, City, State (yyyy - yyyy)

**JOB TITLE**, Employer, City, State (yyyy - yyyy)