

NAME

Email Address | Phone Number | LinkedIn Page

TITLE OF ROLE YOU ARE APPLYING FOR

Two or three sentences outlining what you do best and how your professional experience connects to the role you're applying for. This is often written in the "implied first person," which drops the first person pronoun "I" and starts each sentence with an action verb instead. For example: "Consistently exceed revenue targets, design best-in-class solutions and create long-term, value-adding relationships." However, you should feel free to write your candidate statement in the tone and voice that most authentically captures who you are.

### Areas of Expertise

*Competency, Competency, Competency, Competency, Competency, Competency, Competency, Competency*

### PROFESSIONAL EXPERIENCE

COMPANY NAME - Location

Start Date-End Date

#### **Job Title #1**

Start Date-End Date (if more than one role with the company)

Two or three sentences describing the scope of your day-to-day *responsibilities*, not specific accomplishments, which you'll call out in the bullets below. As above, continue to write in the implied first person throughout this section.

- Accomplishment
- Accomplishment
- Accomplishment

#### **Job Title #2**

Start Date-End Date (if more than one role with the company)

Two or three sentences describing the scope of your day-to-day *responsibilities*, not specific accomplishments, which you'll call out in the bullets below. As above, continue to write in the implied first person throughout this section.

- Accomplishment
- Accomplishment
- Accomplishment

### CERTIFICATIONS & TRAINING

#### **Certification/Training**

Brief description.

### EDUCATION

NAME OF EDUCATIONAL INSTITUTION - Location

Degree, Area of Study