**SUMMARY OF QUALIFICATIONS**

Start this summary with a title you want to go to market with and then support it with quantifiable evidence of experience managing/supervising numbers of people, or dollars, or value of machinery, degrees, or special certifications that set you apart, years of work experience or service experience relevant to the industry, languages you speak other than English, and security clearance if you have it. This summary should be no more than 8 typed lines and should focus on skills, qualifications, and characteristics that employers will want. This is NOT a job description.

**COMPETENCIES**

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**WORK EXPERIENCE**

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Give an overview of the department or organization in which you work, and your responsibilities in approximately 4 lines. You should make this document a third person tense and spell everything out the first time such as United States Disciplinary Barracks (USDB) and use acronyms thereafter. Tell the reader how large the organization, customers, value, amount of local, regional, or remote sites of which it may be comprised.

***Accomplishments***

* Add statements of your accomplishments and how you helped the organization

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***Accomplishments***

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***Accomplishments***

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***Accomplishments***

**EDUCATION**

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**PROFESSIONAL DEVELOPMENT**

* **Certificate**, , , ,
* **Certificate**, , , ,
* **Certificate**, , , ,
* **Certificate**, , , ,

**AWARDS**