[**First Name Last Name]**

[City, State Zip] ♦ [Email Address (Hyperlink)] ♦ [Phone Number] ♦ [LinkedIn URL (Hyperlink)]

**[JOB TITLE]: [BRIEF VALUE PROPOSITION OR TAGLINE]**

***[Brief Value Proposition Statement (1-2 sentences highlighting what you bring to the role)]***

**Key Accomplishments:**

* **[Achievement 1]:** [Describe a top achievement, starting with an action verb, and including the quantifiable impact]. (Note: Include accomplishment in a differently worded bullet under the applicable job.)
* **[Achievement 2]:** [Describe another top achievement, starting with an action verb, and including the quantifiable impact]. (Note: Include accomplishment in a differently worded bullet under the applicable job.)
* **Achievement 3]:** [Describe another top achievement, starting with an action verb, and including the quantifiable impact]. (Note: Include accomplishment in a differently worded bullet under the applicable job.)

**Areas of Expertise:** (Note: No more than 15 skills)

[Area of Expertise 1]| [Area of Expertise 2] | [Area of Expertise 3] | [Area of Expertise 4] | [Area of Expertise 5]

[Area of Expertise 6] | [Area of Expertise 7] | [Area of Expertise 8] | [Area of Expertise 9] | [Area of Expertise 10]

[Area of Expertise 11] | [Area of Expertise 12] | [Area of Expertise 13] | [Area of Expertise 14] |[Area of Expertise 15]

**Professional Experience**

*[Company Name]* | [City, State] [Start Date–End Date]

**Job Title**

*[Brief description of the company or role, including the scope of responsibility, number of reports, and budget responsibility if applicable.]*

***[Subheading 1 (e.g., Safety Strategy and Leadership)]***

* [Describe an accomplishment, starting with an action verb, and include the quantifiable impact].
* [Describe an accomplishment, starting with an action verb, and include the quantifiable impact].
* [Describe an accomplishment, starting with an action verb, and include the quantifiable impact].

#### *****[Subheading 2 (e.g., Risk Management and Compliance)]*****

* [Describe an accomplishment, starting with an action verb, and include the quantifiable impact].
* [Describe an accomplishment, starting with an action verb, and include the quantifiable impact].
* [Describe an accomplishment, starting with an action verb, and include the quantifiable impact].

***[Subheading 3 (e.g., Leadership Development and Mentorship)]***

* [Describe an accomplishment, starting with an action verb, and include the quantifiable impact].
* [Describe an accomplishment, starting with an action verb, and include the quantifiable impact].
* [Describe an accomplishment, starting with an action verb, and include the quantifiable impact].

*[Company Name]* | [City, State] [Start Date–End Date]

**Job Title**

*[Brief description of the company or role, including the scope of responsibility, number of reports, and budget responsibility if applicable.]*

***[Subheading 1 (e.g., Safety Strategy and Leadership)]***

* [Describe an accomplishment, starting with an action verb, and include the quantifiable impact].
* [Describe an accomplishment, starting with an action verb, and include the quantifiable impact].

#### *****[Subheading 2 (e.g., Risk Management and Compliance)]*****

* [Describe an accomplishment, starting with an action verb, and include the quantifiable impact].
* [Describe an accomplishment, starting with an action verb, and include the quantifiable impact].

***[Subheading 3 (e.g., Leadership Development and Mentorship)]***

* [Describe an accomplishment, starting with an action verb, and include the quantifiable impact].
* [Describe an accomplishment, starting with an action verb, and include the quantifiable impact].

*[Company Name]* | [City, State] [Start Date–End Date]

**Job Title**

*[Brief description of the company or role, including the scope of responsibility, number of reports, and budget responsibility if applicable.]*

***[Subheading 1 (e.g., Safety Strategy and Leadership)]***

* [Describe an accomplishment, starting with an action verb, and include the quantifiable impact].
* [Describe an accomplishment, starting with an action verb, and include the quantifiable impact].
* [Describe an accomplishment, starting with an action verb, and include the quantifiable impact].

#### *****[Subheading 2 (e.g., Risk Management and Compliance)]*****

* [Describe an accomplishment, starting with an action verb, and include the quantifiable impact].
* [Describe an accomplishment, starting with an action verb, and include the quantifiable impact].
* [*Anywhere Energy Cooperative* | Anywhere, USADecember 2015–March 2021

*[Company Name]* | [City, State] [Start Date–End Date]

**Job Title**

*[Brief description of the company or role, including the scope of responsibility, number of reports, and budget responsibility if applicable.]*

***[Subheading 1 (e.g., Compliance and Team Leadership))]***

* [Describe an accomplishment, starting with an action verb, and include the quantifiable impact].
* [Describe an accomplishment, starting with an action verb, and include the quantifiable impact].
* [Describe an accomplishment, starting with an action verb, and include the quantifiable impact].

#### *****[Subheading 2 (e.g.,***** *Safety Program Implementation and Compliance)******]*****

* [Describe an accomplishment, starting with an action verb, and include the quantifiable impact].
* [Describe an accomplishment, starting with an action verb, and include the quantifiable impact].
* [*Anywhere Energy Cooperative* | Anywhere, USADecember 2015–March 2021

**Early Career Highlights**

***[Company A|*** ♦ ***[Company B]*** ♦ ***[Company C]*** ♦ ***[Company D]***

***[Job Title A]*** ♦ ***[Job Title B]*** ♦ ***[Job Title C]*** ♦ ***[Job Title D]***

***[Subheading 1 (e.g., Safety Program Development and Implementation)]***

* [Describe an accomplishment, starting with an action verb, and include the quantifiable impact].
* [Describe an accomplishment, starting with an action verb, and include the quantifiable impact].
* [Describe an accomplishment, starting with an action verb, and include the quantifiable impact].

#### *****[Subheading 2 (e.g.,***** *Cross-Functional Collaboration and Communication)******]*****

* [Describe an accomplishment, starting with an action verb, and include the quantifiable impact].
* [Describe an accomplishment, starting with an action verb, and include the quantifiable impact].

**Education/Certifications**

* **[Degree or Certification] |** [Institution Name]
* **[Degree or Certification] |** [Institution Name]
* **[Degree or Certification] |** [Institution Name]