

## Martin Williams

Street/P.O. Box Address  
City, State Zip Code

e-mail address

Phone Number (area code)  
Cell Phone Number

### OBJECTIVE:

### PROFESSIONAL PROFILE: (use no more than seven bullets and/or write a paragraph summary)

**Paragraph Summary Formula:** Adjective + Noun + Connector + Details

- number of years of experience in a field.
- top skill sets
- security clearance
- communication skills
- languages spoken
- relevant education and training
- applicable licenses and certificates
- experience with diversity
- comfort with technology
- professional characteristics (leadership, ability to work in stressful environments)
- selected accomplishments

### KEY SKILL AREAS: (list between four and nine; optional section)

#### PROFESSIONAL EXPERIENCE

##### First skill area (list up to five)

- Use this formula when writing these bullets:
- Skill + Challenge/Problem/Task/Situation/Activity + Actions + Results
- Include your top one or two accomplishments in this skill area.
- Include numbers.
- Use keywords from the announcement and weave them into your own experiences.
- Write scope statements to give the employer a sense of the size of projects you have worked on or organizations you have worked for; the number of people supervised; the number of line items of warehouse items you have inventoried, etc.)

##### Second skill area (use parallel grammar for each skill area title)

- Use this formula when writing these bullets:
- Skill + Challenge/Problem/Task/Situation/Activity + Actions + Results
- Include your top one or two accomplishments in this skill area.
- Include numbers.
- Use keywords from the announcement and weave them into your own experiences.
- Write scope statements to give the employer a sense of the size of projects you have worked on or organizations you have worked for; the number of people supervised; the number of line items of warehouse items you have inventoried, etc.)

**Third skill area (read the announcement to find which skill areas to list)**

- Use this formula when writing these bullets:
- Skill + Challenge/Problem/Task/Situation/Activity + Actions + Results
- Include your top one or two accomplishments in this skill area.
- Include numbers.
- Use keywords from the announcement and weave them into your own experiences.
- Write scope statements to give the employer a sense of the size of projects you have worked on or organizations you have worked for; the number of people supervised; the number of line items of warehouse items you have inventoried, etc.)

**EMPLOYMENT HISTORY (document at least ten years if you have it; use reverse chronological order)**

<b>Position Title</b> , organization’s name, city, state or country	Month Year – Month Year
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**EDUCATION (remember to indicate if the degree is not complete; use reverse chronological order)**

**Degree or certificate**, name of university or college, city and state, graduation year  
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**TRAINING (only list training relevant to the job for which you are applying; use reverse chronological order)**

- Name of the training, organization providing the training, date of the training
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- Name of the training, organization providing the training, date of the training

**CERTIFICATIONS/AFFILIATIONS/AWARDS (only list information relevant to the job for which you are applying; use reverse chronological order; delete this section if you need more room for any other section of this résumé; usually list only current certifications/affiliations)**

- Name of certification, organization granting certification, date certificate awarded, expiration date
- Name of organization of affiliation, position within organization (member, vice president), dates of affiliation
- Name of award, name of agency granting award, date of award