

## Summary

The summary should take 2-3 sentences and very quickly and concisely tell the reader who you are, why you are valuable, and why they should hire you. It should be specific to the job you are applying for. It should NOT contain standard, bland statements like, "highly motivated" or "hard working".

## Experience

You do not have to list EVERY job you've ever done. There should not be any significant gaps in your timeline. Start with the most recent. Ensure progressive experience and promotions stand out. Write concise bullet points detailing your accomplishments and how YOU provided value.

### Company ABC – 2015 – Present

#### 2017-Present – Sr. Network Engineer

As Sr. Network Engineer I successfully completed:

- 3
- 1
- 2

#### 2015-2017 – Network Administrator

As Network Administrator my daily duties included:

- 3
- 1
- 2

### Company DEF – 2008 – 2015

#### 2011-2015 – Tier 3 Help Desk

As Tier 3 Help Desk I was responsible for:

- 3
- 1
- 2

#### 2008-2011 – Tier 1 Help Desk

I was initially hired to do Tier 2 Help Desk where my duties included:

- 3
- 1
- 2