If you decide to use this section, keep it short and relevant! A few sentences to grab their attention and highlight why you are a great candidate. Make sure it reflects your brand and is interesting to the reader (which means, you may have to update it depending on the job you are applying for).

**Experienced Exec.**

phone number | email | LinkedIn URL-edited, website, github, etc.

**Areas of Expertise**

Agile / SAFe Methodologies

SaaS | Cloud Computing

IT Strategy

Enterprise Architecture

Software Development Lifecycle

Software Engineering

Governance, Compliance and Risk

Leadership

Team Development

**Professional Experience**

**Company or Organization**, City, State **Month Year – Month Year**

Title**Month Year – Month Year**

* List your jobs from most recent to least recent.
* If you’ve been at one job for a long time or have a LOT of experience there (i.e., a lot of bullets), you can break up the bullets by subheadings such as “leadership & innovation”, “technical skills”, “projects”, etc.
* Start your descriptions with action verbs! Use implied first tense. Pay attention to verb tense- use present tense for your current job, and past tense for previous jobs.

Title**Month Year – Month Year**

* The most important thing you should do when writing your descriptions is to showcase your strengths, skills, and accomplishments. Do NOT just write what you did (i.e., what you were responsible for, what tasks you completed). Always include some element of why you did it, or how you did it, or who you did it with (i.e., how you collaborated or communicated), or what impact you made.
* Make sure descriptions are action oriented and talk mostly about what you did, not what the product was or what the project accomplished. Spoon-feed the reader; spell out why it is relevant.

**Company or Organization**, City, State

Title**Month Year – Month Year**

* An article on what to put in the description can be found at this link: <http://ti.me/1iEKMdM>

**Technical Skills and Tools**

**Languages:** list your programming languages

**Software and Tools**: list the software applications you have experience with

**Operating Systems**: list the operating systems you have worked in

**Certifications**

**Certified Information Systems Security Professional (CISSP), (ISC)2 Date**

**Certified Ethical Hacker (CEH)**, EC-Council Date

**Security+**, CompTIA

**Education**

**University of California, Berkeley** – Master of Degree Name **Anticipated 2020**   
Relevant Coursework*:*If you list relevant courses, be sure the titles make sense to the reader! Don’t list a course they wouldn’t know!

**University of Wisconsin, Madison** – Bachelor of Computer Science **2010**

Date