Phone:

Email:

LinkedIn:

Firstname Lastname

BRANDING STATEMENT |  
PROFESSIONAL OR FUNCTIONAL TITLE OR LEVEL

**Industries (optional) and Value / Contribution - for what you’re known; how you impact organizations**

This is the part where you state your case. You explain and back up your branding statement. Include some additional information that would be important for the reader to know. Naturally he/she would want to know your expertise in your field/function; your **Hard Skills**. Again, this is your specific expertise/knowledge in your field/function.

Remember to address your **Soft Skills** - any additional strengths, experience & attributes that make you successful in the type of role you are targeting. Use short, digestible paragraphs. And keep your summary to 6 lines or less.

**Key Strengths include:**

* X
* X
* X
* X

PROFESSIONAL EXPERIENCE

[**NAME OF COMPANY**](http://www.righteverywhere.com) **20XX to 20XX**

**Title 20XX to 20XX**

Your Job Scope Statement can help to position and differentiate you for the type of role you are targeting. When employers see job titles, they are trying to determine where you fit in to their organization (the level and scope of your position). The job scope allows you to provide additional info about your position.

***Achievements***

* Aim for at least one achievement per year in each role
* X
* X

**Title 20XX to 20XX**

Your Job Scope Statement can help to position and differentiate you for the type of role you are targeting. When employers see job titles, they are trying to determine where you fit in to their organization (the level and scope of your position). The job scope allows you to provide additional info about your position.

***Achievements***

* X
* X
* X

[**NAME OF COMPANY**](http://www.righteverywhere.com) **20XX to 20XX**

**Title 20XX to 20XX**

Your Job Scope Statement can help to position and differentiate you for the type of role you are targeting. When employers see job titles, they are trying to determine where you fit in to their organization (the level and scope of your position). The job scope allows you to provide additional info about your position.

***Achievements***

* X
* X
* X
* X

ADDITIONAL RELEVANT EXPERIENCE

[**NAME OF COMPANY**](http://www.righteverywhere.com)

**Title**

Role Profile Statement

[**NAME OF COMPANY**](http://www.righteverywhere.com)

**Title**

Role Profile Statement

EDUCATION

Master’s in Business Administration (MBA), College of Name, NAME OF UNIVERSITY, Anyplace, Anywhere

Bachelor of Arts (BA), Subject, NAME OF UNIVERSITY, Anyplace, Anywhere

PROFESSIONAL DEVELOPMENT

* X
* X
* X
* X

REFEREES

Available on request