

[N A M E]

ADDRESS

CELL PHONE • HOME PHONE

EMAIL ADDRESS

(2-4 sentences about the type of executive you are and the specific skill set that you have to offer. Consider mentioning years of experience in a particular industry and/or function in combination with the areas of a business in which you've had the most impact.)

PROFESSIONAL OBJECTIVE

(One sentence description of what you are looking for, specifically focusing on: title, industry, company revenue size and location, and a brief statement about what you'd be looking to accomplish for an organization based on your skill set.)

SELECTED ACCOMPLISHMENTS

(List 3 to 5 of your most significant accomplishments.)

TARGET COMPANIES

(List specific companies that you would like to be introduced to. Also, consider making note of the ideal size (by approximate revenue range and employee size), industry and location of companies that you would be interested in.)

EMPLOYMENT HISTORY AND EDUCATION

(List the company and then title).