YOUR NAME
Address Line 1
Address Line 2
City, State/Province Postal Code

E-mail address
Web site address
Phone (000) 555-1212

Summary of qualifications

- *Here, you'll list 4-5 bullet points based on the "Contribution" section of the instructions. Stick to nouns and adjectives here, and save the action verbs for later. Some examples follow. In the first bullet point, summarize the experience you have that relates to your job objective*: Dedicated professional with extensive hands-on database administration experience.
- *Next, describe your working knowledge of the different parts the job might entail*: Broad knowledge and experience in matching appropriate technologies, designs and systems development techniques with organizations needs, capabilities and resources.
- *Outline your various "soft" skills—communication skills, customer service skills, and so on*: Comprehensive understanding of database development methodology from multiple perspectives: user, designer and developer.
- *Here, you can optionally refer to any experience in a complementary field such as marketing or resource assessment*: Extensive experience in developing operational plans to meet organizations goals; able to effectively communicate with all levels of management, customers, development team members, and vendors.
- *In the fifth bullet point, list personal character traits that will help you do your job well*: Detail oriented and committed to delivering superior quality work.

Technical skills
Select a section heading and list specific skills, as shown in the following examples:

Database development
Oracle Database 8*i*, SQL Server 2005, TSQL, SQL*Plus, SQL*Net, DB2, Crystal Reports, , Database Design, Normalization techniques. Designed database coding standards.

Database administration
Server administration, Database programming, Performance tuning and optimization techniques, Applying service packs, designing data security, , Backup and Restore operations. Disaster Recovery planning.

Experience
(*Insert skill title*)

- *In this section, you'll group your experience according to technical skill sets, rather than the traditional grouping by employer*.
- *Here is where you'll use the information you developed from the "Hands-on experience" section of the instructions.*
- *Make sure that when you detail the solutions you presented, you clearly state the benefit to your employer. See the examples below*:

Software development

- Reengineered complex financial software system from one large .exe file into tens of objects (n-tier architecture) to enable less costly, more efficient maintenance options; reengineering also offers clients greater scalability benefits.
- Built a secure Web interface and designed Web GUI for the system, providing additional revenue streams for upgrades to existing clients.
- Assumed responsibility for all VB applications within a Call Detail Record (CDR) for 911 Systems on a client /server application system to streamline development and maintenance issues.
- Implemented Document Object Model (XML) in the CDR system to make a formerly unusable product into a salable commodity that provided additional revenue streams for the company.
- Combined 2 separate Automatic Location Identifier (ALI) server simulators into a single, usable utility for increased efficiency, easier maintenance, and improved customer service.
- Worked with the design team to specify the new application; provided technical analyses to ensure quality of deliverables.
- Built the GUI from scratch in 6 months on expedited schedule. Quick time-to-market enabled company to gain competitive edge and acquire new clients.
- Worked closely with marketing and development teams on project design review to create effective collateral material to improve product visibility in the marketplace.

Work history

19xx-19xx   *Position, Name of Company*
19xx-19xx   *Position, Name of Company*
19xx-19xx   *Position, Name of Company*

(*You no longer need to give details for each specific job, since you've already detailed your experience.*)

Education

19xx-19xx   *Degree obtained, school name*
19xx-19xx   *Degree obtained, school name*