# [Your Name]

[City, State] | [Phone] | [Email] | [LinkedIn URL, optional]

## SUMMARY

[Target civilian role, for example Logistics coordinator] with [number] years of military service in [function, in plain words]. Led teams of up to [number] and was accountable for [equipment or budget, for example equipment worth about $4 million]. [Clearance level and status, if you hold one.] Available from [Month Year].

## CLEARANCE

[Clearance level], [active or current status], [date of last investigation, if you may share it]

## EXPERIENCE

**[Civilian equivalent title, for example Operations Manager] ([Rank and job code]), U.S. [Branch]**
*[City, State or Country] | [Month Year] to [Month Year]*

- Led [number] people directly ([number] in the wider team) responsible for [function in plain words].
- Accountable for [equipment, budget or volume] worth about $[amount] across [number] sites.
- [What you decided on your own, with a result].
- Trained [number] people to [standard], [result].

**[Civilian equivalent title] ([Rank and job code]), U.S. [Branch]**
*[City, State or Country] | [Month Year] to [Month Year]*

- [A result with scale].
- [A second result].

## TRAINING AND CERTIFICATIONS

[Course, described by what it covered, for example Six-week leadership course: planning, delegation and performance management], [Year]
[Civilian certification or license, if you have earned one], [Issuer], [Year]

## EDUCATION

[Degree or credits], [School], [City, State]